Weidmüller

M-Print PRO

User Manual

Manual Version 2006-2

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Function overview

Introduction

This chapter gives an overview of current functions, which were supplemented in version 3.0.0.

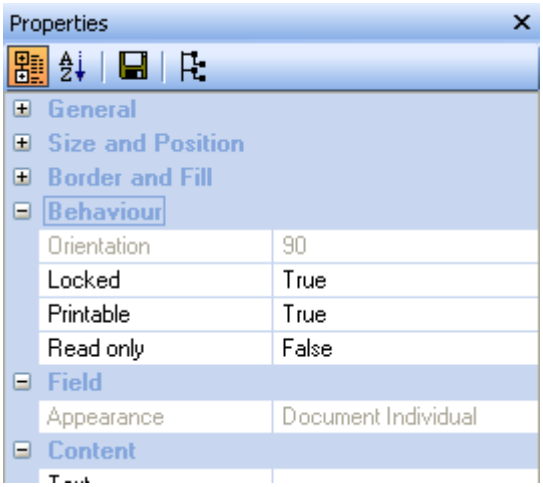
Data Grid

The Data Grid shows the contents of project markers, markers and text fields. You can also edit the contents of the fields.

Open the menu **View** > **Data Grid** to display the Data Grid.

New Properties

The Property Explorer was extended by the properties "Printable" and "Read only".



Printable

Change the printability of the selected elements.

Read only

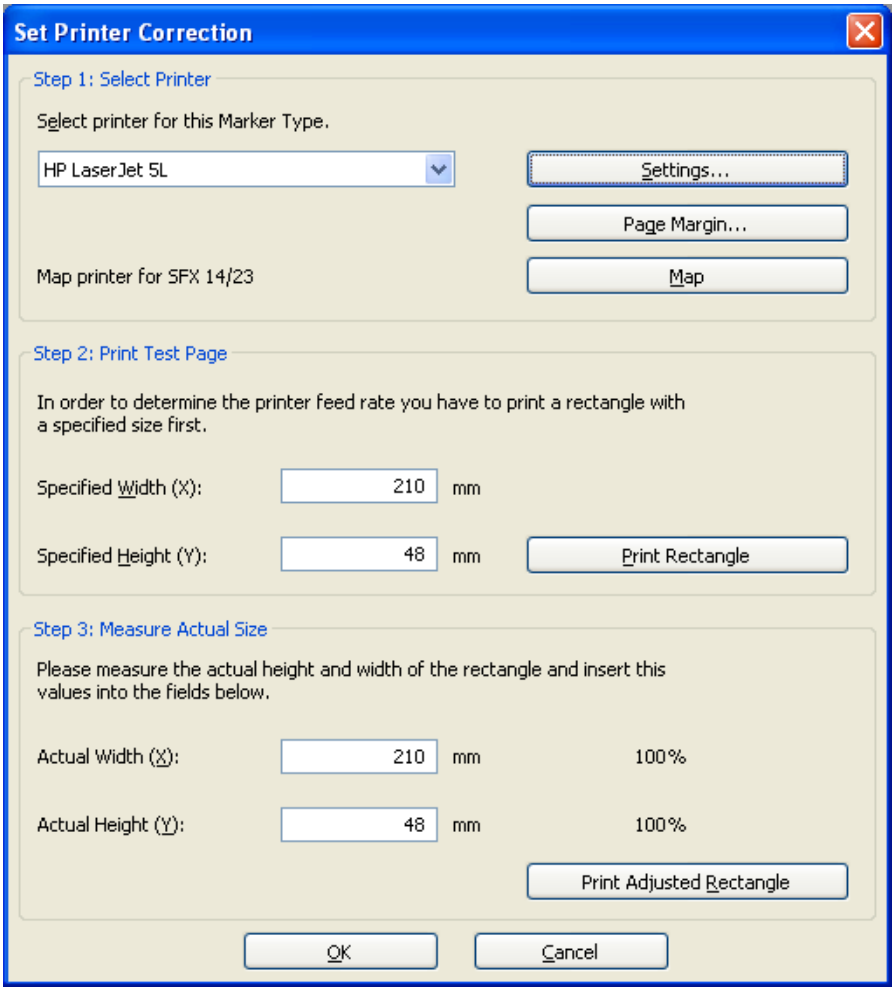
The contents of text and barcode fields can be changed or locked against changes.

Printer setup

There are several possibilities to set the printer to different marker types.

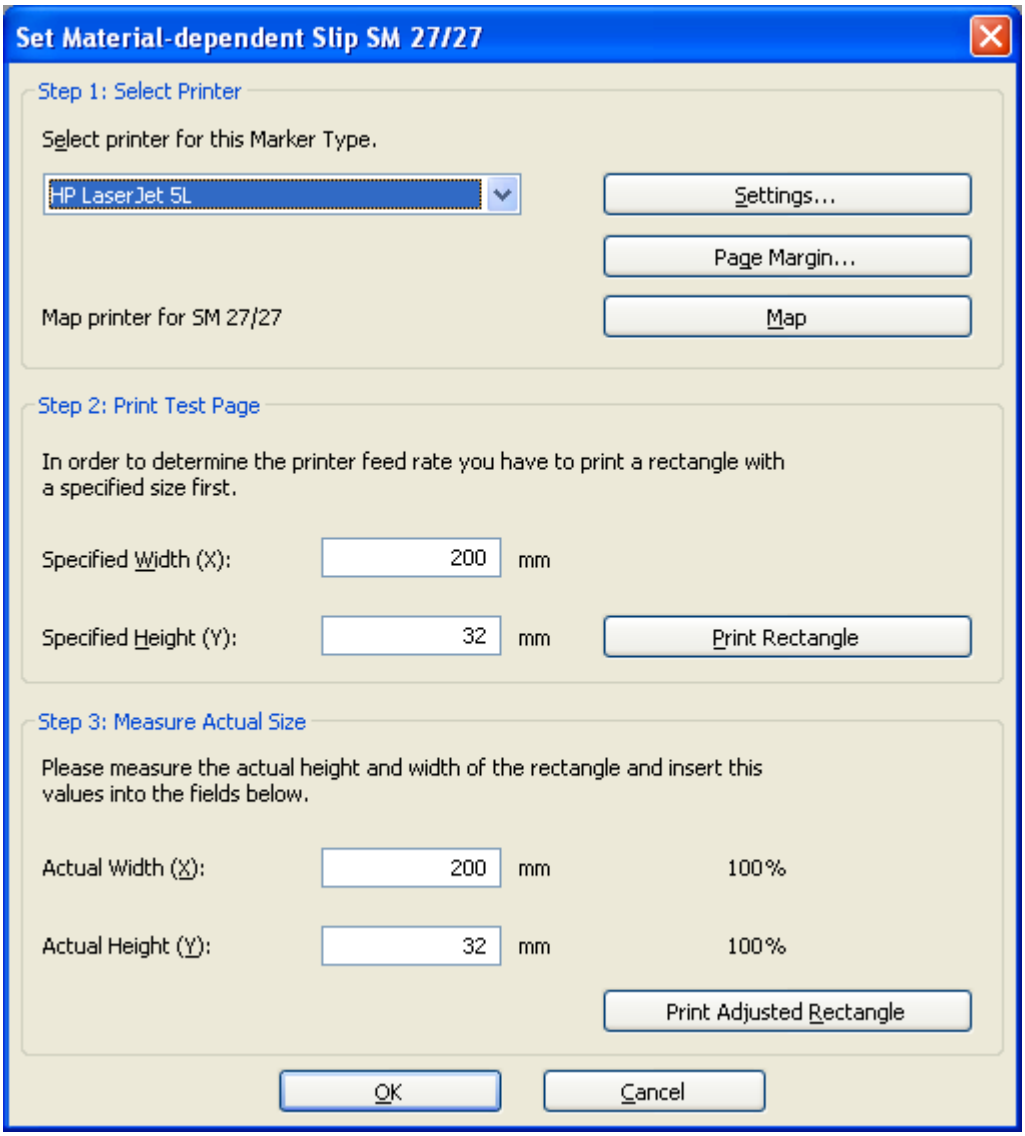
Printer correction

Go to **File** > **Set Printer Correction…** for setting the margins of the printer.



Set material-dependent slip

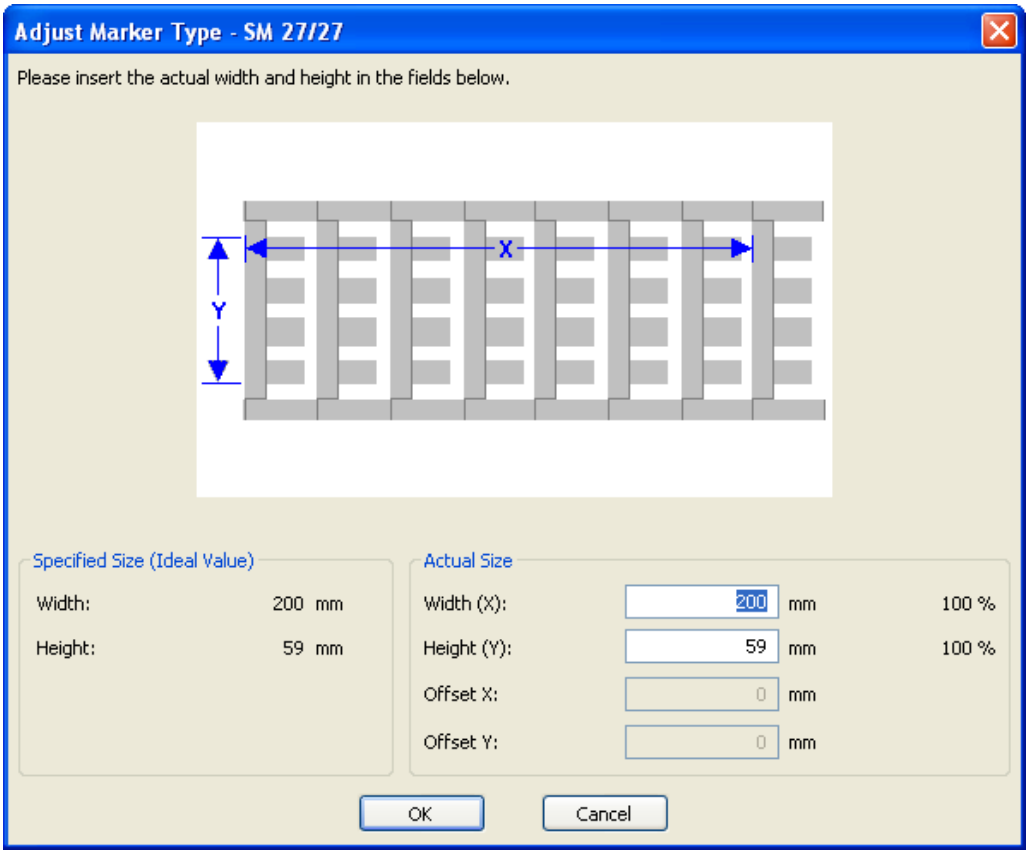
To adjust the margins or the feed rate of MultiCards select **Set Material-dependent Slip…** from the **File** menu.



Calibrating the marker type

You can calibrate your marker type in order to compensate for physical changes.

Go to **File** -> **Adjust Marker Type…** to enter the values you have measured.



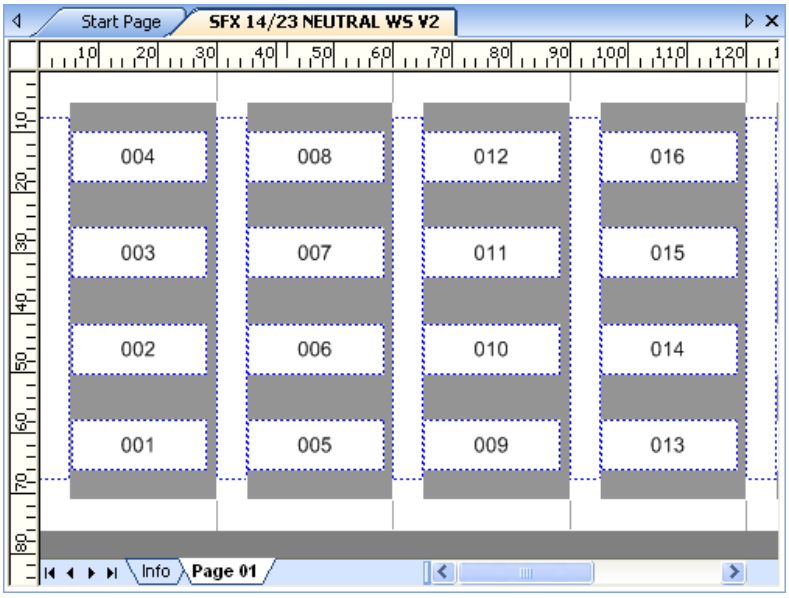
Set specified properties as default

Specified properties (e.g. font size) can be saved and set as default for all new elements of this field type.

Select the element by clicking on it with the right mouse button and select **Set Properties as Default.**

Consecutive Numbering

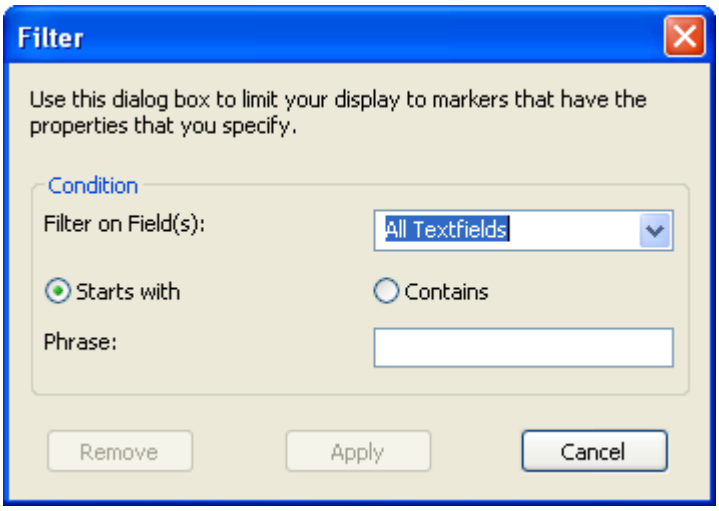
The function "Consecutive Numbering" supports the formatting of fields with leading zeros.



Filter functions

Filters in fields

Use the filter to view elements with special phrases.
Select the menu **View** > **Filter** > **Filter...** to show the filter dialog.

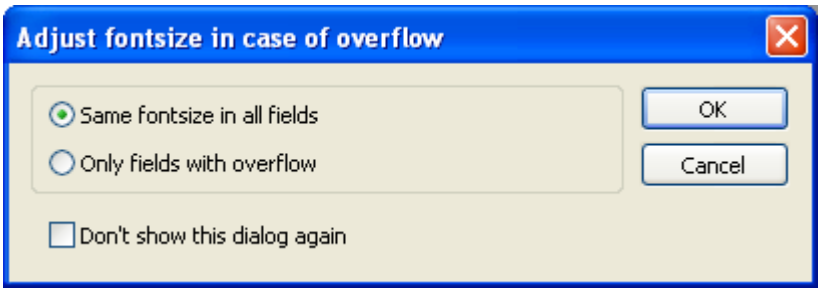


Filter overflow

You can show the fields with text overflow by using the menu **View** > **Filter** > **Filter Overflow.**

Adjust font size

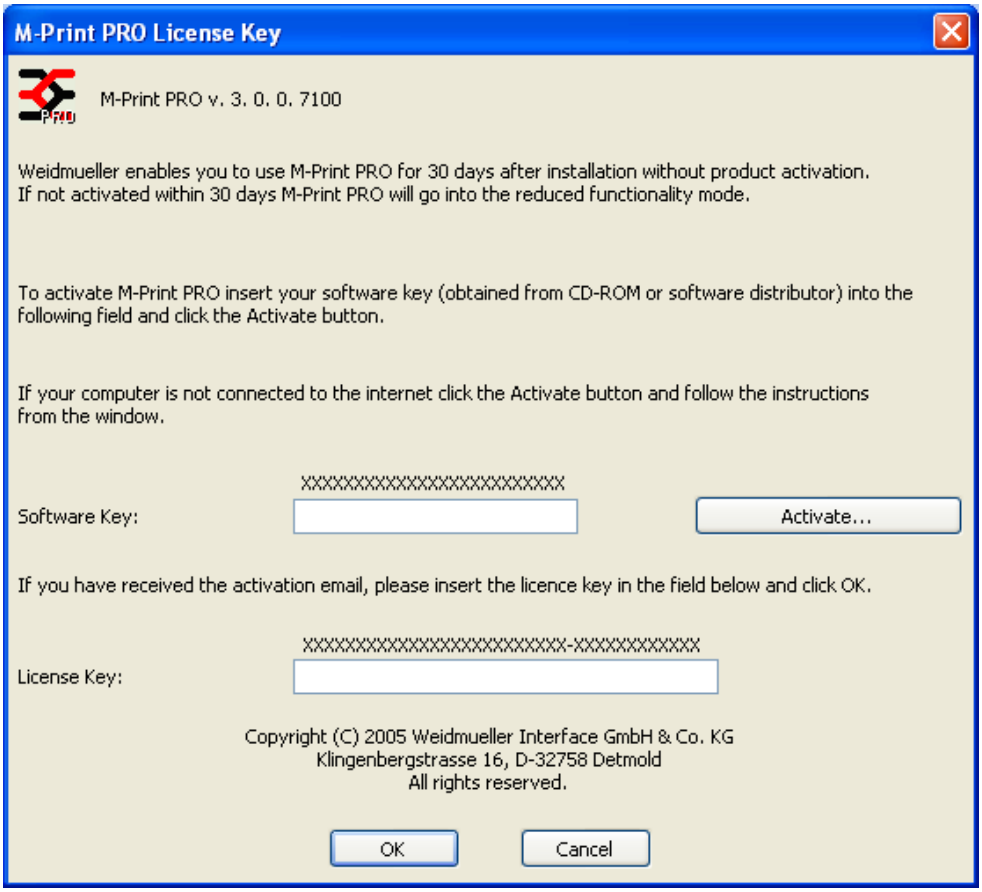
The font size of text fields with overflow can be adjusted automatically.
The optimal font size will be determined so that no overflow fields are present.



Select the menu **Format** > **Adjust Fontsize...** to show the dialog.

Licensing

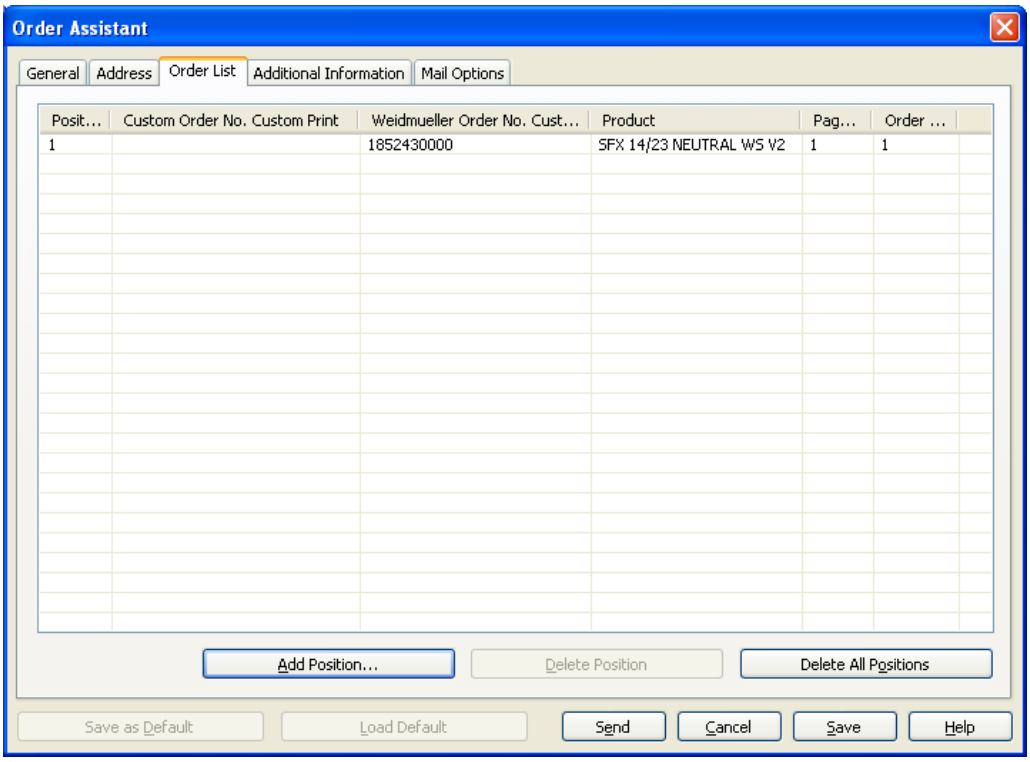
With the licensed version you have the unrestricted rights for using M-Print Pro according to the software key.



Select the menu **Help** > **License Key...** and follow the shown instructions for licensing the program.

Order, Order wizard

With the order wizard you can order marker types of the opened project by e-mail.



On the menu bar, select **Tools** then **Order…**. This opens the order wizard.

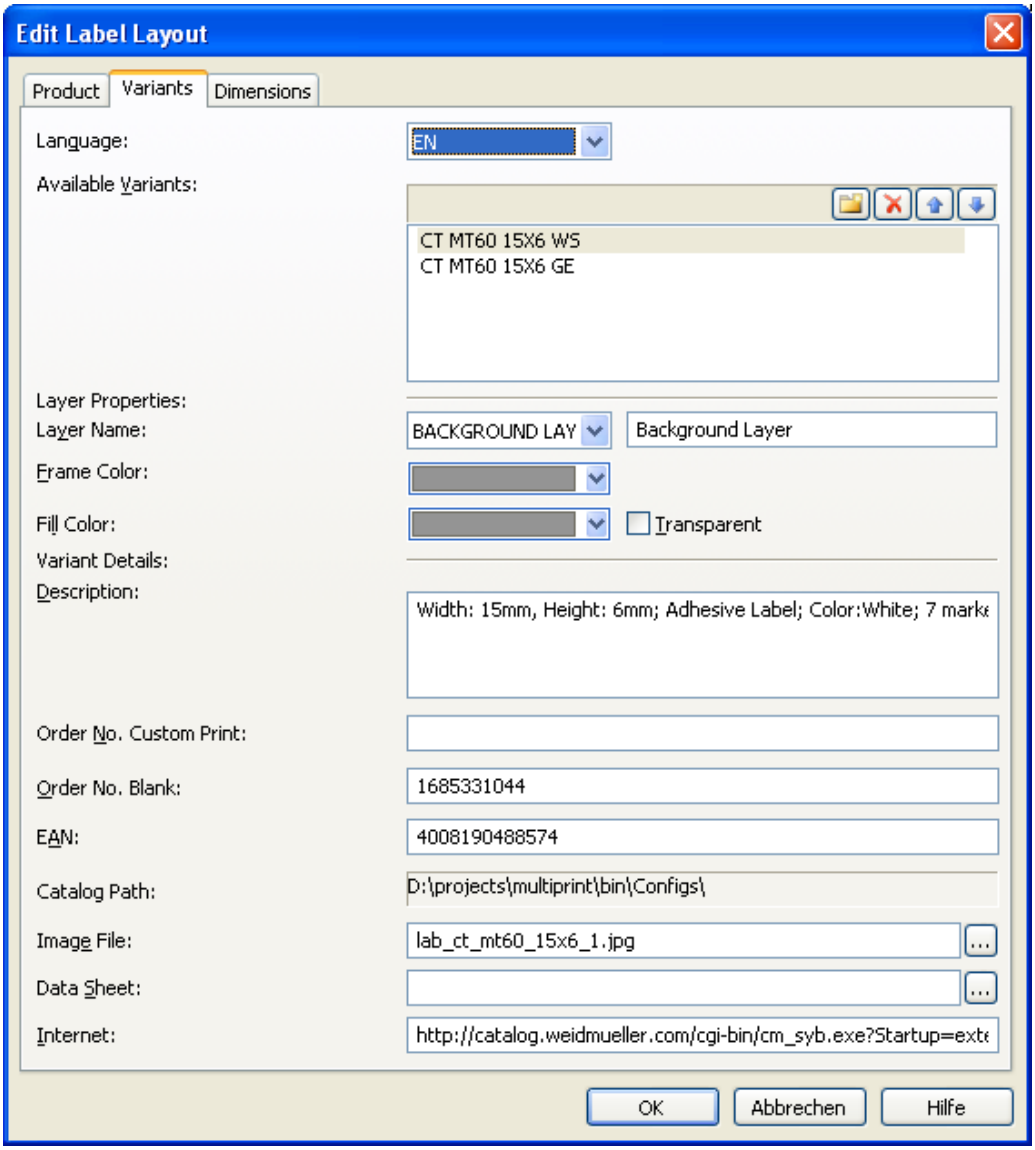
Multiple insert

You can insert multiple text fields, barcodes and images from the clipboard.

Select the menu **Edit** > **Multiple Insert...** to show the dialog.

Layout Manager

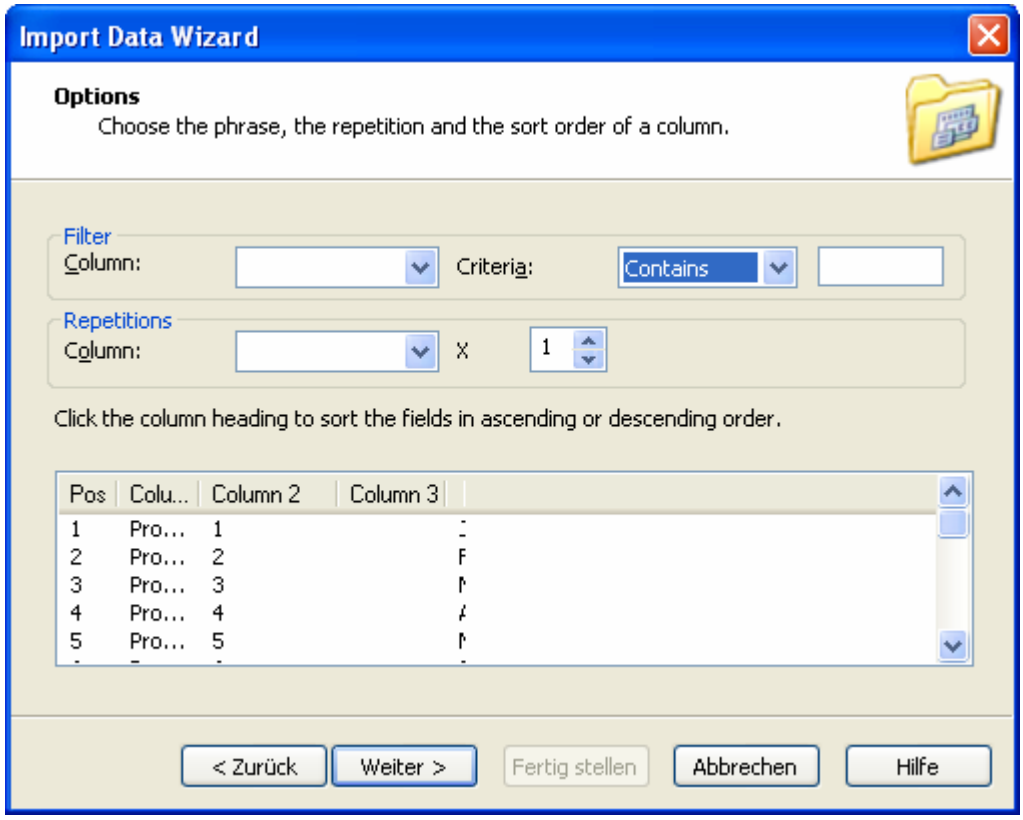
With the layout manager you can edit the configurations of existing marker types or you can create new marker types depending on your software key.



Select the menu **Layout** >**New Layout** > **Label** to show the dialog.

Import filter

You can choose the phrase, the repetition and the sort order of a column you want to import.



Printing directly

You can print all supported file formats directly by using the command prompt.

Syntax: `"c:\program\MPrintPRO.exe" -p "myprint.rde"`

Excel editing

The content of exiting textfields can be edited in Excel.
Select the menu **Edit** > **Start Excel editing.**

In Excel you can edit the content and supported formats of the textfields.

Close Excel or select the menu **Edit** > **Exit Excel editing** in M-Print PRO to insert the content to the application.

Introduction

About M-Print PRO

The M-Print PRO program is designed for labeling and printing labeling materials (MultiCard mats, inserts and labels).

The following items can be printed:

MultiCard mats
Sleeve inserts on pages
Labels on pages
Labels on endless roll

About this manual

The manual assumes that you have practical experience of the operating system used by the software Windows XP or Windows 2000.

If you are not familiar with the basics of Windows, please refer to the Windows user manual.

Layout and format

The user manual applies the following conventions:

Bold Important element in the program like buttons, menu items, toolbars, names, etc. are printed in bold.

" " Names of windows and dialogs and references to other sections are enclosed in double quotes.

> This character separates two successive menu items (e.g. **View** > **Zoom**)

- This symbol means that the actions which follow must be carried out in the specified order.

Symbols used

Indicates that this is essential information about M-Print PRO.

Indicates that this is useful additional information.

Definitions

This section explains the special terms that are used in M-Print PRO software.

Marker
Markers are used to identify electrical and electronic elements (terminals, conductors, systems, devices, etc.) and also to label assets.

Marker type
Marker of a specific type, e.g. MultiCard DEK 5/3,5.

Installation note

In order to install the program you need administrator rights on the computer involved.

General Operation

Introduction

This section explains the various ways you can start and exit M-Print PRO. You will also find general information about the program structure and the layout of the user interface.

Starting/exiting M-Print PRO

Starting M-Print PRO

You can start **M-Print PRO** in two different ways:

1. Double-click on the icon on your computer desktop.

2. Click on the Windows **Start** button, then select **All Programs** > **Weidmueller** > **M-Print PRO**.

Exiting M-Print PRO

You can exit **M-Print PRO** in the following ways.

1. On the menu bar, select **File** then **Exit**.

2. Click on this icon in the left corner of the title bar and select **Close** from the drop-down menu.

If a project is still open, a dialog appears, asking you whether you want to save the project or not.

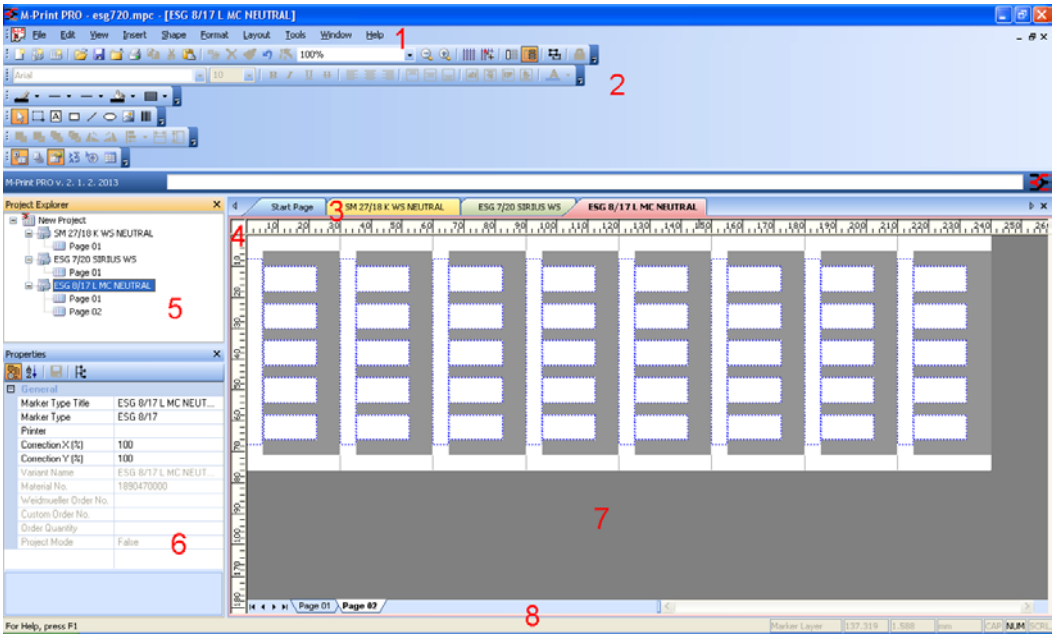
M-Print PRO user interface

The user interface is where you edit the markers.

It is displayed automatically when you start the program. The user interface contains everything you need for editing a marker.

Depending on the configuration, the user interface can include the following elements:

1 Menu bar
2 Toolbars
3 Tabs
4 Ruler
5 Project
6 Property Explorer
7 Workspace
8 Status bar



Menu bar
The menu bar runs along the top of the user interface. One menu bar appears when you start the program or click on the start page. A different menu bar is displayed if you have selected a marker type.

Toolbars
The toolbars are arranged below the menu bar. You can use the icons of the toolbars to run the most important menu commands.
The toolbars are movable and dockable.

Tabs
The tabs are arranged below the toolbars. There is a separate tab for the start page and for each of the open marker types. If you click on a tab, the associated marker type moves to the foreground.

Ruler
There are rulers along the top and the left of the workspace. You can use the rulers to measure distances and spacing.

Project Explorer
The default position of the Project Explorer is on the left of the user interface. You can hide or show the Project Explorer, and you can move it to another position.

The Project Explorer has a hierarchical structure, and is used for managing projects (see the "Project Explorer" section).

Property Explorer
You can use the Property Explorer to change the properties of a text field, an image or a barcode (see "Advanced options").

Workspace
The workspace occupies the right of the user interface. You can use the workspace to view and edit the currently selected marker type.

Status bar
The status bar runs along the bottom of the user interface. It indicates which layer is active and shows the position of the cursor along the x and y axes. On the right of the status bar, you can check if the CAP, NUM and SCRL functions are active. If they are active, they are shown in black.

Project Explorer

The Project Explorer is normally hidden. You can move it to any position under the menu bar and toolbar.

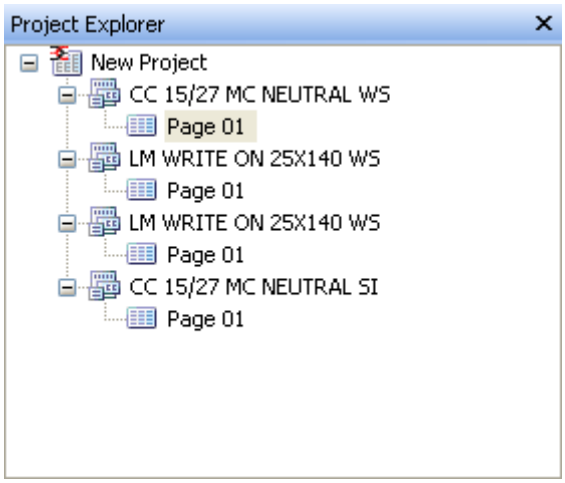
You can show or hide the Project Explorer in the following ways:

1. Click on this icon on the toolbar.
2. Press the key combination **Alt**, **V** and **P**.
3. On the menu bar, select **View** and then **Project**.

If you have opened a project, it appears in the Project Explorer, with its subprojects. The individual marker types are displayed for each subproject and the associated pages appear under the marker types.

You can make the Project Explorer bigger or smaller by moving the cursor to the right edge. The mouse pointer changes to a horizontal arrow. Hold down the left mouse button and drag the border until it is the right size.

To see the details or to get a better overview, you can expand or reduce the lower-level hierarchical structures in the Project Explorer by clicking on the "+" and "-" icons:



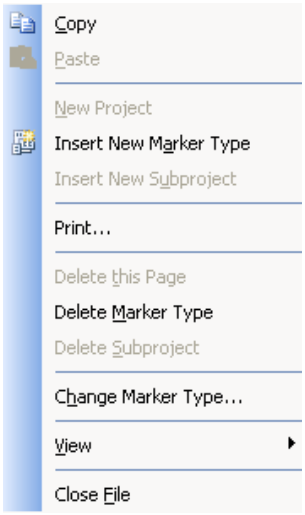
If you press **x** on the keypad of your keyboard, you can open all the sublevels of a hierarchical level at once.

You can use the up and down arrows on your keyboard to navigate up and down the structure.

The right and left arrows expand and reduce the hierarchical structures respectively.

Shortcut menu in the Project Explorer

Click on an object in the Project Explorer, then click the right mouse button. This opens the shortcut menu. The shortcut menu contains functions that are relevant to the particular object. In other words, not all the functions are available, only the ones in dark type.



Insert New Marker Type
You can use this context menu item to add a new marker type. The new marker type will then appear in the Project Explorer.

Insert New Subproject
You can use this context menu item to insert a subproject below the current project or subproject.

Copy
You can use this context menu item to copy a selected marker type or subproject.

Paste
Select the project or subproject to which you want to paste the copied marker type or subproject.

Remove Marker type
This shortcut menu item deletes the currently selected marker type. The deleted marker type no longer appears in the Project Explorer.

Remove Subproject
This item removes the currently selected subproject. The deleted subproject no longer appears in the Project Explorer.

Closing Project
This item closes the project. It no longer appears in the Project Explorer.

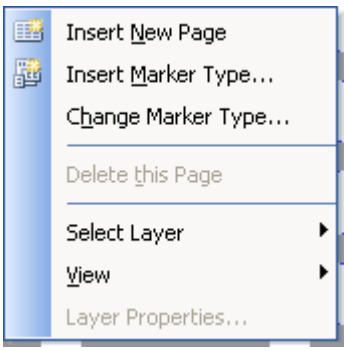
Workspace

When the application first starts, the workspace contains the start page. On the start page, you can click on "New" to create a new file or "Open" to open an existing file.

When you open a marker type, it is displayed in the workspace.

Shortcut menu in the workspace

Right-click inside the workspace. This shortcut menu appears:



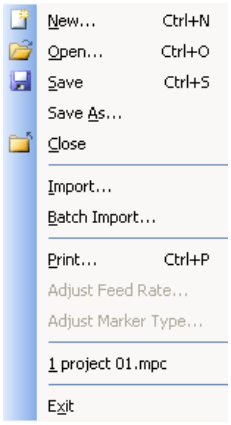
Insert New Page
You can use this shortcut menu item to add a new page to the active marker type in the workspace.

Insert Marker Type
You can use this context menu item to add a new marker. The product catalog is shown, and you can select a marker type for insertion from it.

Menu bar

This section describes the functions of the individual menus.

File menu



New
You can use this menu item to create a new file.

Open
Opens an existing file.

Save
Saves a file you have been working on.

Save As…
Lets you specify a new name when you save a file.

Close
Closes a file.

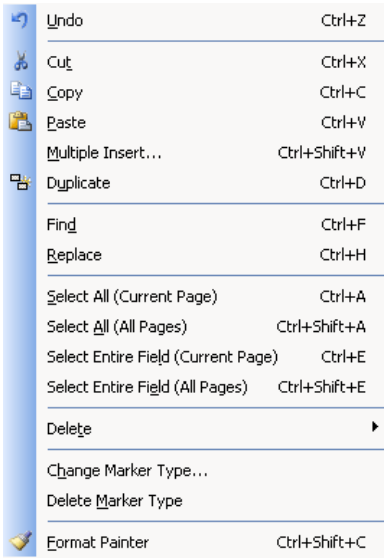
Import…
You can use this menu item to import data from other formats into M-Print PRO.

Batch Import
You can import external data via a script.

Print…
This menu item displays the dialog for printing marker types.
The next part of the menu lists recently opened files.

Exit
You can use this menu item to exit M-Print PRO.

Edit menu



Undo
This undoes the last editing step.

Cut
This menu item cuts a selected element.

Copy
This menu item copies a selected element.

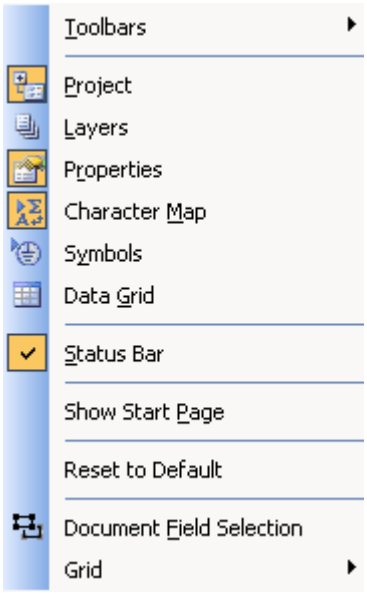
Paste
This menu item pastes a copied element into a selected field.

Duplicate
This menu item duplicates a selected element and places it directly on top of the original element.

Delete
Deletes the selected field (text field, rectangle, etc.).

Format Painter
You can use this function to copy the formatting, font, color, etc. to another element.

View menu



Toolbars
This menu item contains the following submenu items.

Standard
The standard tool bar cannot be disabled.

Layout
You can use this tool bar to change the position of elements.

Format Text
Contains text formatting functions like font and font size, color, etc.

Format Element
You can use this toolbar for tasks like creating a new text field or adding new images and barcodes.

Docking Bars View
This option shows the toolbar containing functions for displaying the editing windows like the Property Explorer, and for showing or hiding the Project Explorer.

Header line
This option shows/hides the caption bar showing the application name and version.

Customize...
This option shows a dialog in which you can change the way the toolbar icons are displayed on screen, and even create new toolbars.

Project
This option shows/hides the Project Explorer.

Layer
This option shows/hides the Layer Explorer.

Properties
This option shows/hides the Property Explorer.

Character Map
This option shows/hides the Character Map Explorer.

Symbols
This option shows/hides the Symbol Explorer.

Data Grid
This option shows/hides a dialog containing a table for data entry. You can add the data to the markers after you have entered it.

Status Bar
This option shows/hides the status bar.

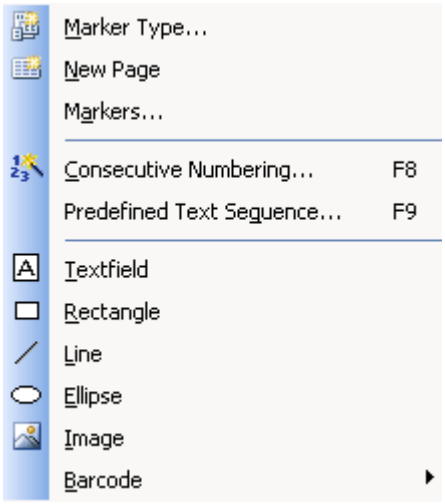
Show Start Page
This option shows the application start page.

Grid
This menu item contains the following submenu items.

Show
This option places gridlines over the marker type

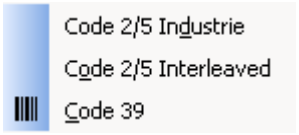
Snap To Grid
This is where you specify whether you want elements to snap to the gridlines.

Insert menu

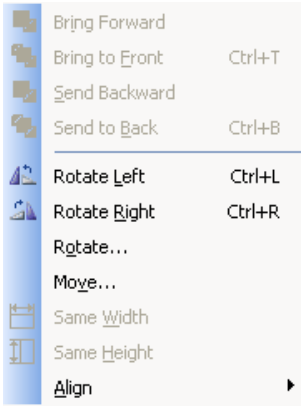


You can use this menu to insert a new marker type or add a new page to a marker type. You can also insert a text field, a shape, an image or a barcode, carry out automatic numbering, or insert predefined text sequences.

Barcode
This menu item opens another submenu, where you can select a barcode.



Shape menu

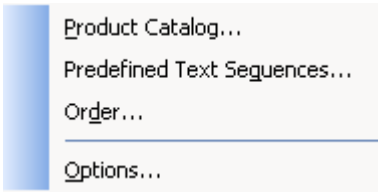


You can use this menu to set the layer of the shape, rotate it, move it and change the width and height.

Format menu

This menu item opens the dialog where you can define the font and font size.

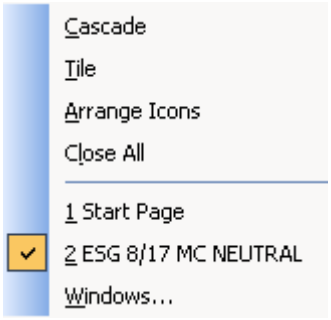
Tools menu



Product Catalog
This menu item is for opening the "Product Catalog" window if there are no open marker types.

Options
This menu item opens the "Options" dialog, where you can adjust various personal settings like the unit of measure, the color of gridlines, etc.

Window menu



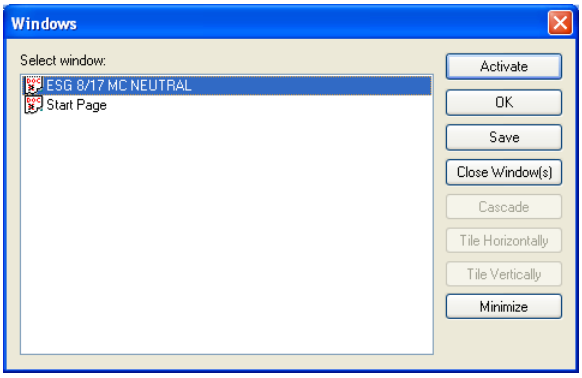
Cascade
Select this menu item to arrange the open marker types and start page so they are overlapping each other.

Tile
Select this menu item to arrange the open marker types and start page so they are on top of each other on the workspace.

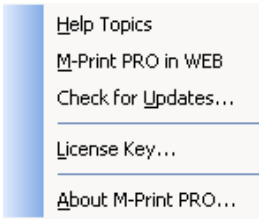
Arrange Icons
This menu item minimizes all windows to icon size.

Close All
This menu item closes all marker types. If you have not saved the file, a message box appears.

Windows…
You can use this menu item to open a dialog containing all the windows that are open in M-Print PRO.



Help menu



Help Topics
This menu item takes you to online help.

M-Print PRO in WEB
This menu item opens the **M-Print PRO** web site in your default browser.

Check for Updates...
This looks on the Internet for current updates for the software.

License Key…
This shows the license key for **M-Print PRO**.

About M-Print PRO…
Displays the **M-Print PRO** version number.

Getting started

Introduction

This section is for users with a sound knowledge of Windows.

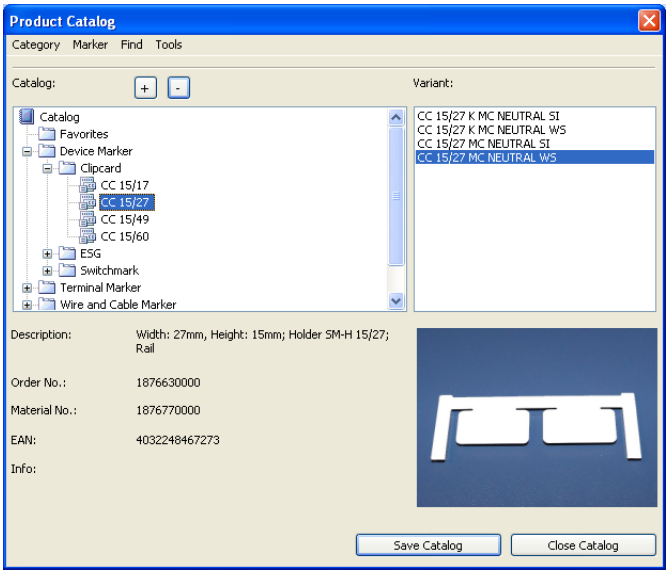
The following step-by-step explanation shows the main things you need to do to effortlessly add data to marker types.

Step 1: Start M-Print PRO

- Click on the Windows **Start** button, then select **All Programs** > **Weidmueller** > **M-Print PRO** or double-click on this icon.

Step 2: Select the marker type

After starting the application, you will see the "Product Catalog" dialog:

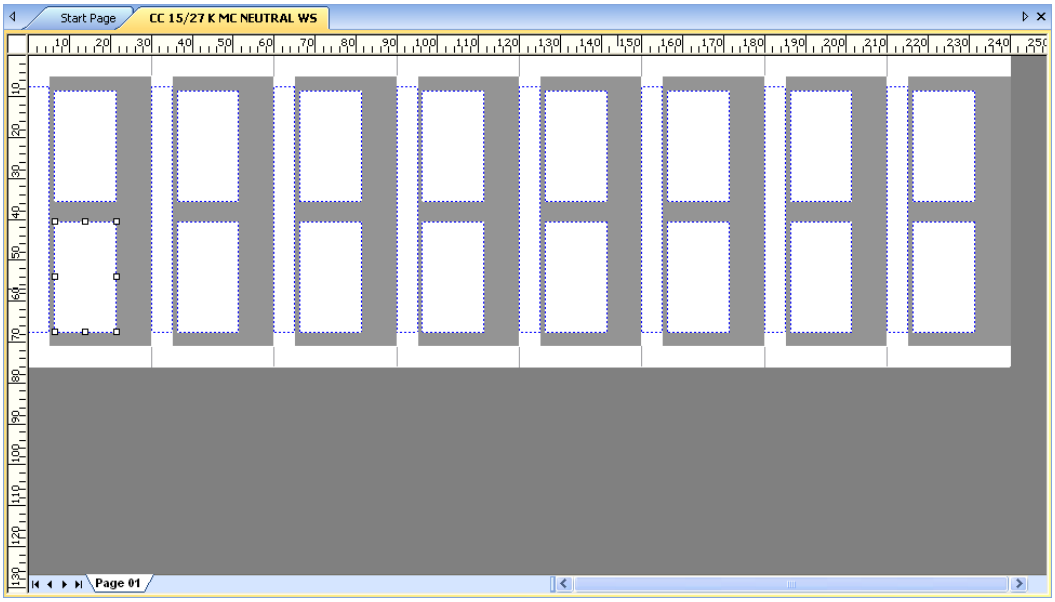


- In the left pane under "Catalog", click on the marker type you want to use. In the right pane, select the variant by clicking on it, then click on the **Select product** button.

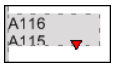
The marker type is opened.

Step 3: Add data to the marker

- Click with the left mouse button to select the marker you want to add text to.



- To move to the next marker, press the **Enter** key or click on the marker you want to move to.



If you can see a red triangle in text fields after adding text, there is too much text in the field. Not all of the text is displayed or printed. You will need to shorten the text.

Step 4: Save the file

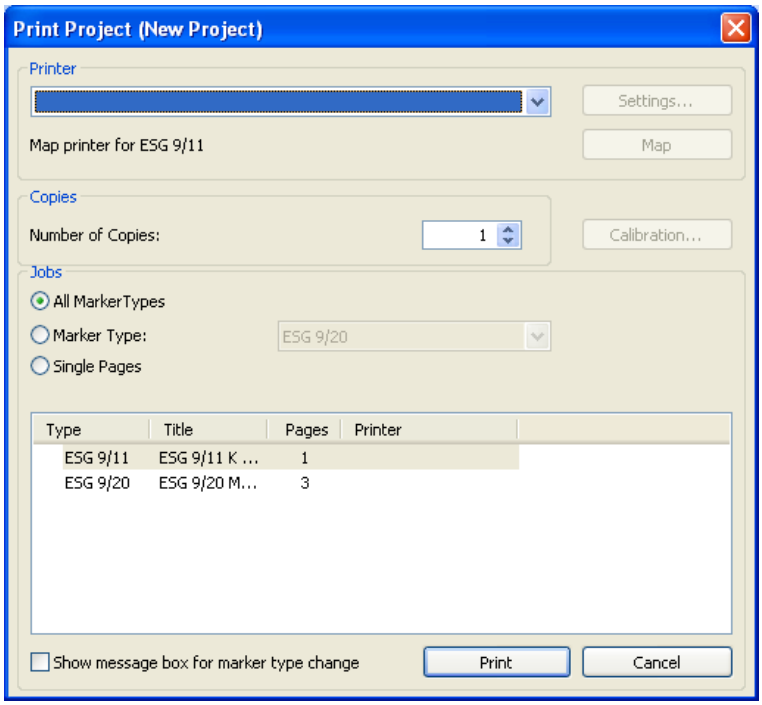
When you have entered all the text, you can save the file as follows:

- On the menu bar, select **File** then **Save** or click on this toolbar icon:

In the next dialog, enter the file name and click on the **Save** button.

Step 5: Print the marker type

- On the menu bar, select **File** then **Print…**.
- Select a marker type from the list and click on the **Print** button (also see the "Printing" chapter).



If no printer has been mapped to any or all of the marker types to be printed, pressing the **Print** button sends the data to the default printer.

If the printout is not positioned properly, you must calibrate the printer (see the "Adjusting the printer to the marker type" section).

Step 6: Close the file

- On the menu bar, select **File** then **Close**, or click on the following toolbar icon:

Creating markers

Introduction

This section explains how to label, save and print a marker type. We use the example of a MultiCard, but labels are handled in a similar way. The only difference is that labels do not have a project layer.

The "Advanced options" section contains more editing and handling options.

Selecting a new marker type

When you start M-Print PRO, the "Product Catalog" dialog appears automatically and you can select the marker type you want to use.

If the "Product Catalog" dialog does not appear, you can open it in one of the following ways:

1. Click on this icon on the tool bar.

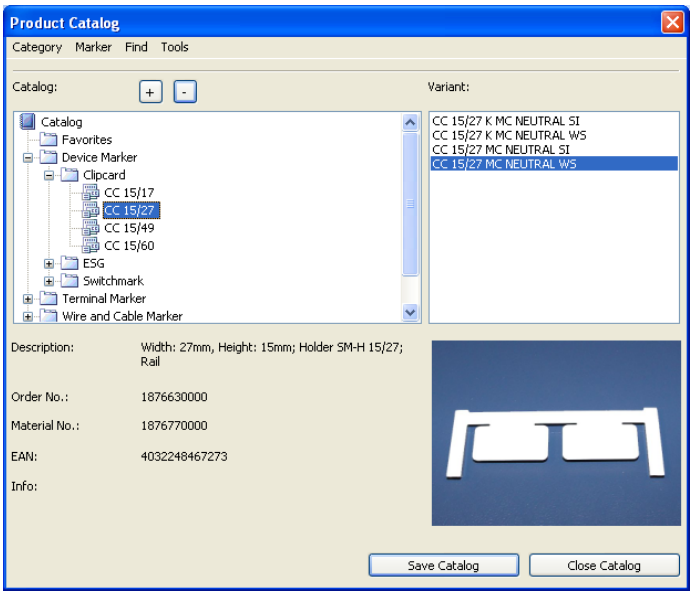
2. On the start page, click on **New**.

3. On the menu bar, select **File** then **New**.

4. Press the key combination **Alt**, **F** and **N**.

5. Press the key combination **Ctrl** and **N**.

The "Product Catalog" dialog appears:

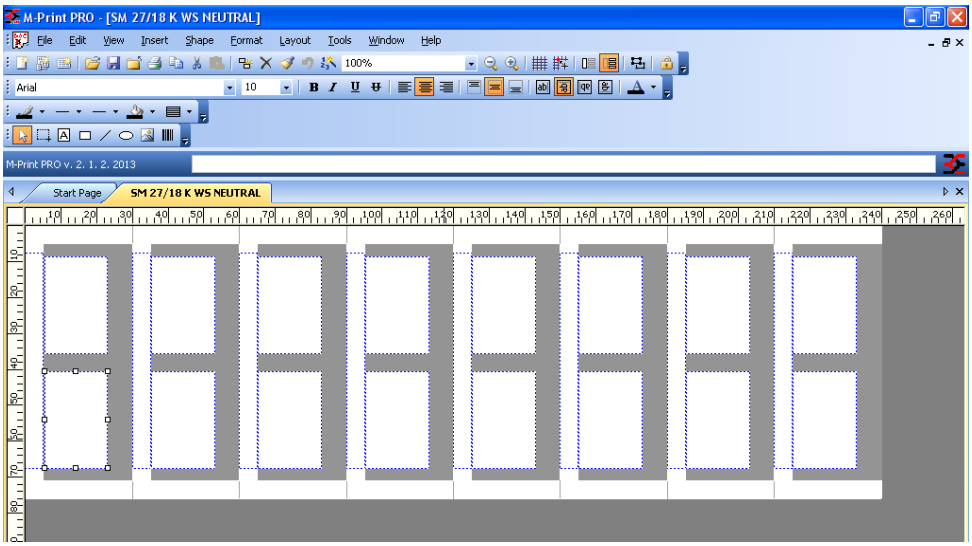


This dialog lists the available labeling material (MultiCards and labels), sorted by category.

- In the left pane under "Catalog", click on the marker type you want to use.
- In the right pane, select the variant by clicking on it.

Additional data for this MultiCard appears in the lower section, for example "Description" and "Material No." .

Now click on the **Select Product** button to display the MultiCard on the workspace.



Opening an existing file

You can open an existing file with a previously saved marker type in one of the following ways:

1. Click on this icon on the tool bar.

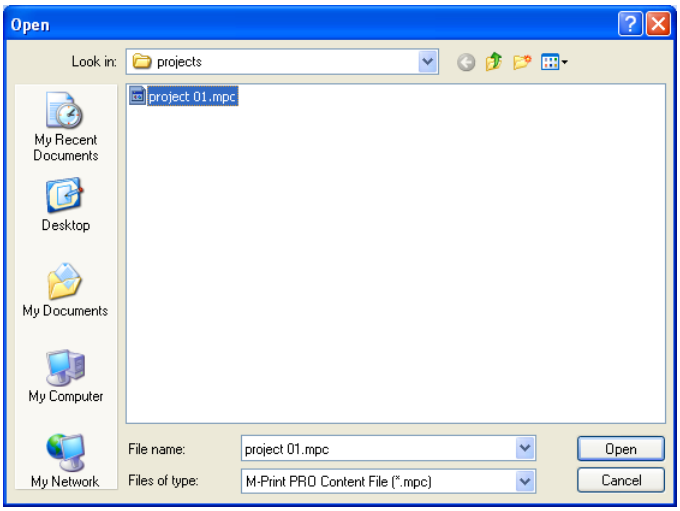
2. On the start page, click on **Open**.

3. On the menu bar, select **File** then **Open**.

4. Press the key combination **Alt**, **F** and O.

5. Press the key combination **Ctrl** and **O**.

The "Open" dialog appears, listing all existing files:



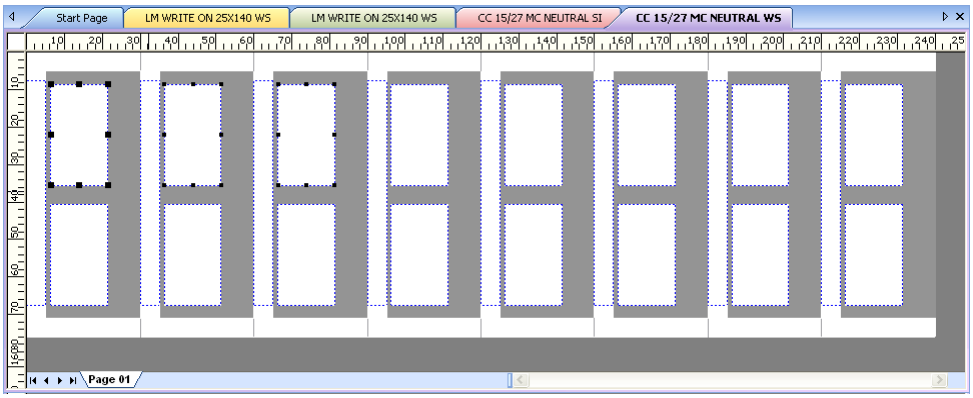
- Click on the file you want to open and click on the **Open** button to display the marker type in the workspace.

Adding text

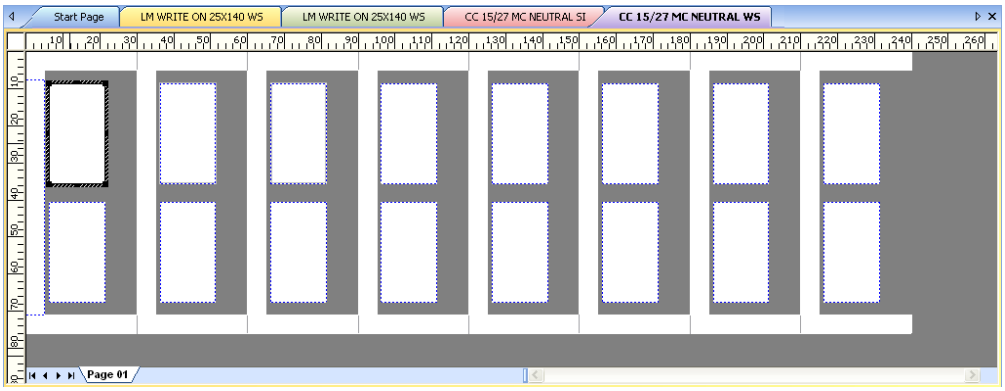
This section explains how quick and easy it is to label a marker type. The "Advanced options" section describes more advanced text editing options and importing images and barcodes.

We will use a MultiCard to illustrate how to add text.

- Go to the project layer and click on the Project button. The area switches to input mode.
- Enter the project name.



- Now click inside the marker area and enter your text.



See the "Advanced options" section for more details on text formatting. The "Consecutive Numbering" section describes the feature that automatically completes text fields.

After entering all your text, you can save and print the file (see "Saving files and/or Printing files").

Adding pages

When you open a new marker type, it has just one page.

You can add more pages in one of the following ways:

1. Click on this icon on the tool bar.

2.

Press the key combination **Alt**, **I** and **S**.

3. On the menu bar, select **Insert** then **New Page**.

4. Right-click inside the workspace and on the shortcut menu, select **Insert New Page**.

A new page is inserted. To add more pages, simply repeat the process as many times as necessary.

Saving files

You can save your file in one of the following ways:

1. Click on this icon on the tool bar.

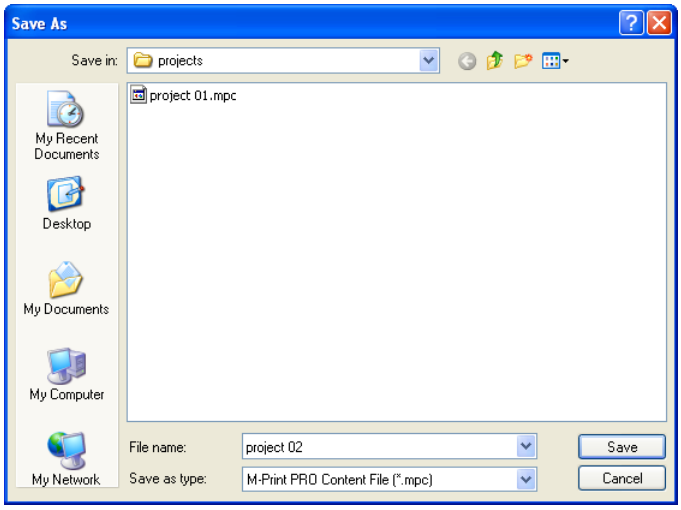
2. Press the key combination **Alt**, **F** and **S**.

3. Press the key combination **Ctrl** and **S**.

4. On the menu bar, select **File** then **Save**.

5. On the menu bar, select **File** then **Save As...**.

- In the following "Save as" dialog, select the folder you want to use for your files. In the "File name" field, enter the name you want to use for the file, then confirm your input by clicking on the **Save** button. The file type is defined automatically.



If you click on the **Cancel** button, the "Save as" dialog closes without saving the file.

Print

You can print a marker type in one of the following ways:

1.

Press the key combination **Alt**, **F** and **P**.

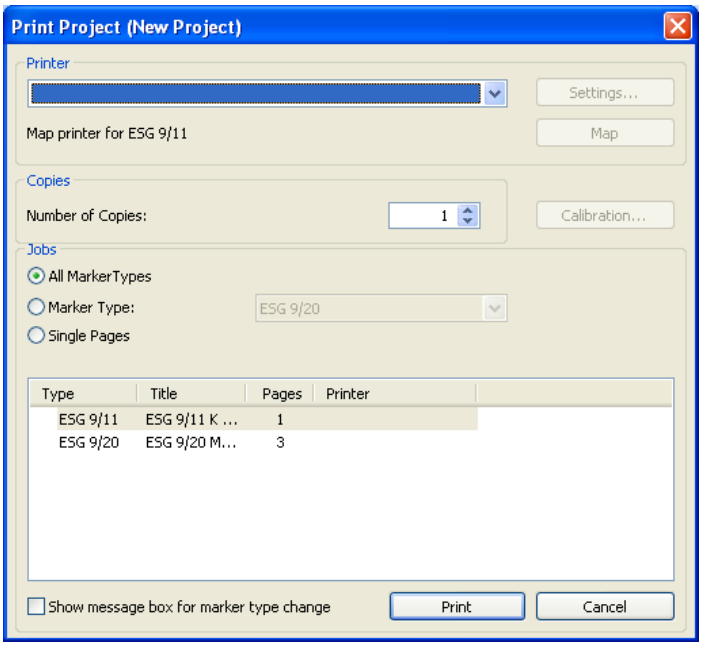
2.

Press the key combination **Ctrl** and **P**.

3. On the menu bar, select **File** then **Print...**.

4.
If you click on the printer icon on the tool bar, the current page of the open file is printed immediately, by-passing the dialog.

The following dialog appears.



- Click on the arrow to open the drop-down list box under "Printer", and select the printer you want to use.

- If you click on the **Map** button, the selected printer is set as the default printer for this marker type.

For individual printouts using this marker type, you will still be able to select another printer. But the default setting stays the same until you assign another default printer.

- Next, specify the pages you want to print (see the "Setting up print jobs" section).

- Click on the **Print** button.

If the printout is not in the right position you have the option of adjusting the marker type to the printer (see the "Adjusting the marker type to the printer" section).

Closing files

You can close a file in one of the following ways:

1. Click on this icon on the tool bar.

2.

Press the key combination **Alt**, **F** and **C**.

3. On the menu bar, select **File** then **Close**.

If the file has not been saved, a message box appears asking whether you want to save the file or not.

- You can click on **Yes**, **No** or **Cancel**.

Managing projects

Project structure

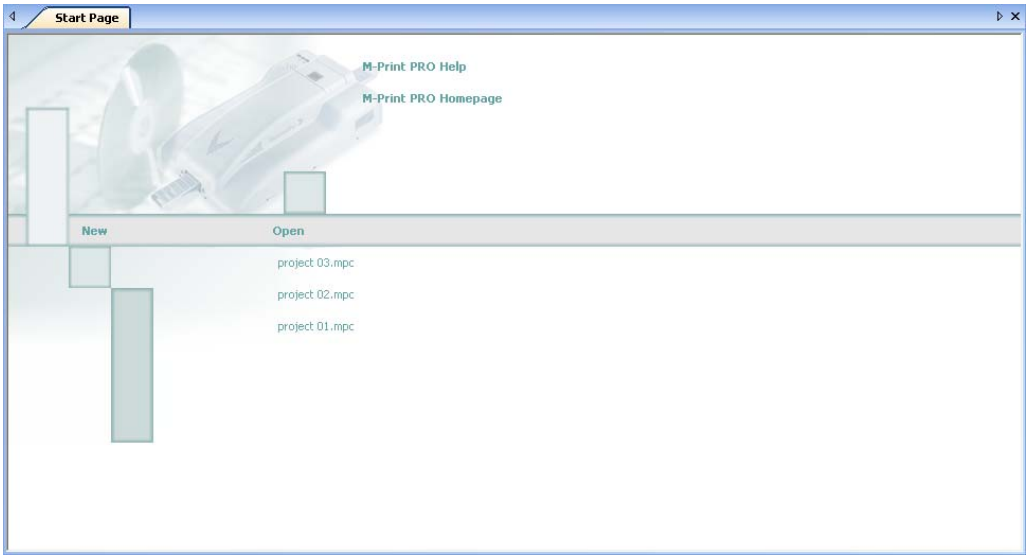
A project can be made up of a number of subprojects. These subprojects can contain any number of MultiCards or labels. A marker type can consist of several pages, and can include a range of elements, such as text, barcodes, images and shapes like lines, rectangles, etc. All images and barcodes are stored in dedicated folders.

Depending on its type, a MultiCard consists of a defined number of marker areas and project areas, arranged in horizontal and vertical fields.

The marker areas are the areas actually containing the labeling information. The project areas are used to assign the marker to a particular project.

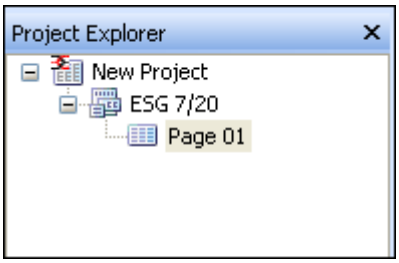
A project can have more than one marker type. If you have saved a file, you can open it by clicking on it under the **Open** option on the start page, or from the dialog (on the menu bar, select **File** then **Open**).

The currently open file or the most recently opened file appears at the top of the list under the **Open** option on the start page.



Changing the project name

When you open a new marker type, a new project category is created automatically, with the default name "New Project". If the Project Explorer does not appear, see "General Operation".

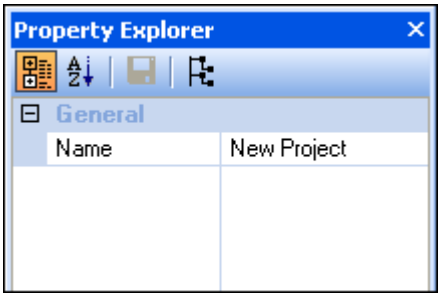


Follow these steps if you want to use a different name:

- Click on the "New Project" category.

Click on this icon on the toolbar. If you cannot see the icon, see "General Operation".

The "Property Explorer" appears.



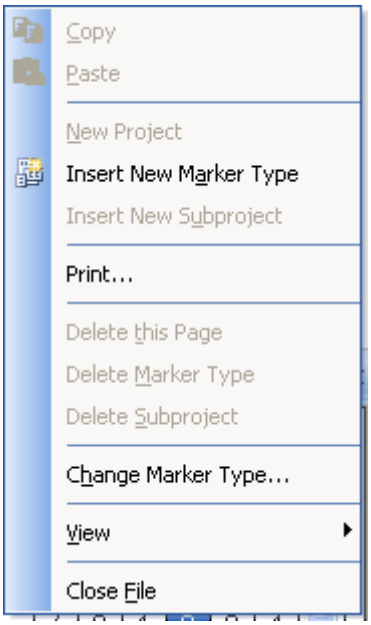
- Click inside the "New Project" field and overwrite the entry with the project name you want to use.

Adding a marker type to a project

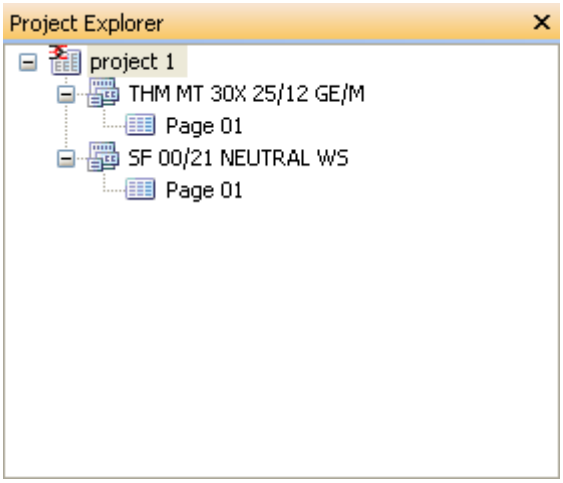
You can assign additional marker types to a project.

- Right-click inside the Project Explorer.

The following shortcut menu appears:



- Select **Insert New Marker Type** on the shortcut menu. Follow the steps as instructed, and the marker type is inserted in the Project Explorer.



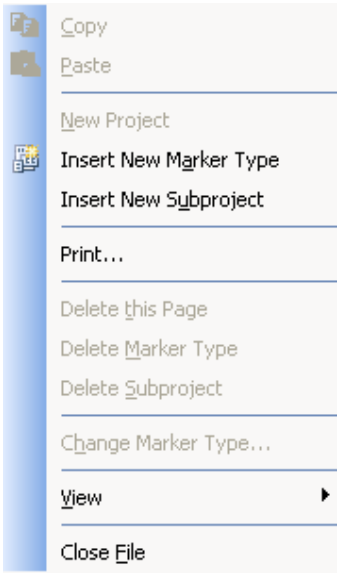
Adding a subproject

To make it easier for you to manage the marker types in a project, you can organize them in subprojects.

Follow these steps to insert a subproject:

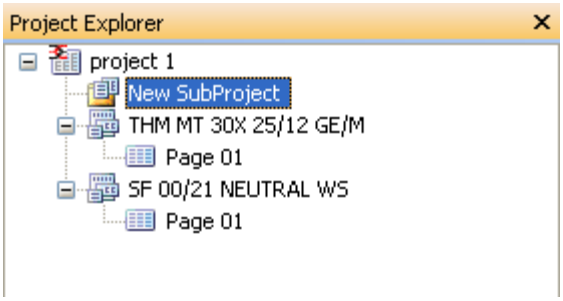
- Click on the main project at the top of the hierarchy, then right-click on it.

The following shortcut menu appears:



- Select **Insert New Subproject** on the shortcut menu.

The subproject is placed in the hierarchy below the main project.



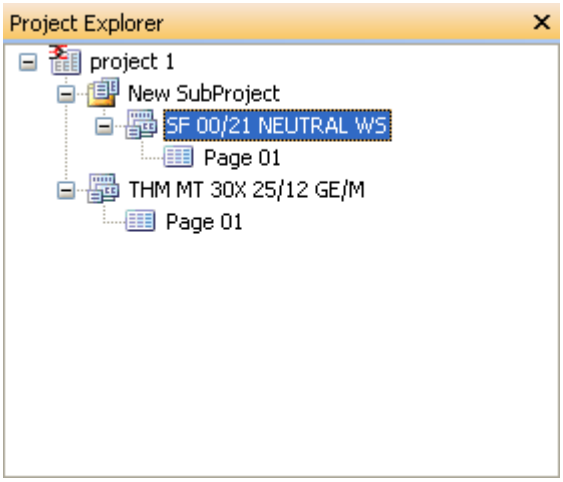
Adding a marker type to the subproject

- Click on the subproject and use the shortcut menu to insert a new marker type (see also "Adding a marker type to a project").

Follow these steps if you want to add an existing marker type to the subproject:

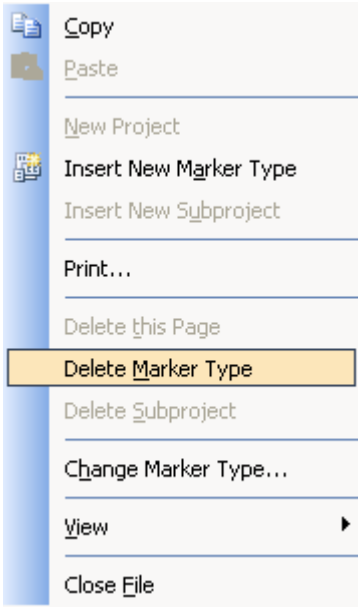
- Left-click on the marker type you want to move and hold down the mouse button.
- Keeping the mouse button pressed, drag the marker type to the subproject.

The marker type now appears in the hierarchy under the subproject.



Removing a marker type

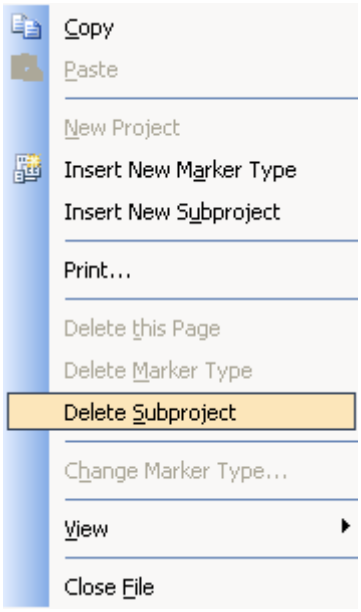
- Click on the marker type you want to remove, then click the right mouse button.



- Select **Delete Marker Type** on the shortcut menu.

Removing a subproject

- Click on the subproject you want to remove, then click the right mouse button.

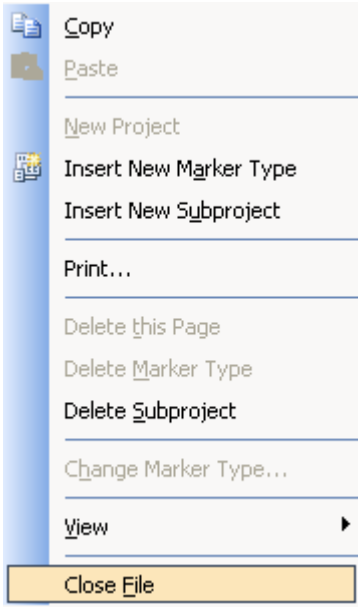


- Select "Delete Subproject" on the shortcut menu.

The subproject is removed along with all its associated marker types.

Closing the project

- Right-click inside the Project Explorer.



- Select "Close File" on the shortcut menu.

If the file has not been saved, a message box appears asking whether you want to save the file or not.

- You can click on **Yes**, **No** or **Cancel**.

Product Catalog

Introduction

The product catalog contains all the products, with variants, that are available for you to use in the M-Print PRO application.

The "Product Catalog" dialog opens automatically when you start M-Print PRO. You can use the dialog to select a marker type or open the most recent project or any other existing project.

The "Product Catalog" dialog can also be used to organize products. For example, you can keep products in a special product category if you use them regularly. To do this, you create a new category, then add the relevant products to it.

This section describes how you can work with the catalog, how to find a product and how to remove products and categories.

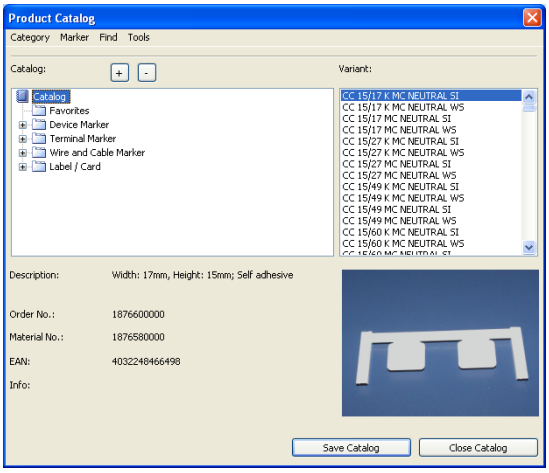
Opening the "Product Catalog" dialog

You can open the "Product Catalog" dialog in one of the following ways:

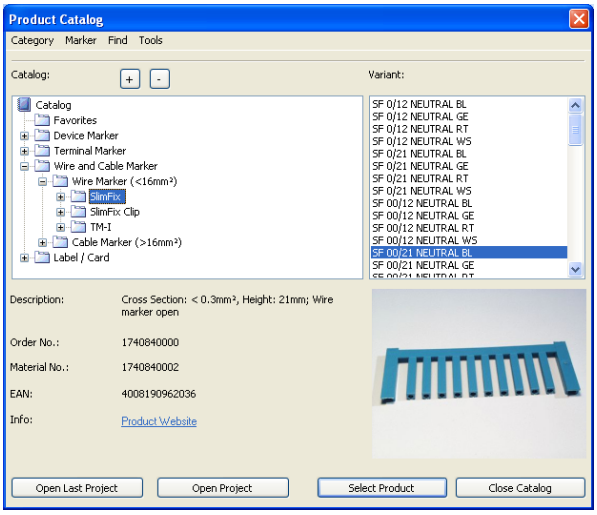
1.

Press the key combination **Alt**, **T** and **P**.
2. On the menu bar, select **Tools** then **Product Catalog**.

The dialog also appears when you create a new file, and you can open it from the menu bar by selecting **Insert** > **Marker Type**.



The "Product Catalog" dialog appears automatically when you start M-Print PRO:



This dialog includes these two extra buttons:

Click on this button to open the last project you worked on.

Click on this button to open an existing project (see "Managing projects").

Creating a new product category

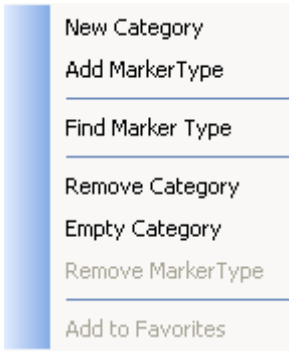
You can create your own personal product category, where you can store all the markers you use regularly. Follow these steps:

- Open the "Product Catalog" dialog.
- To add a new category, click on the top level "Catalog".

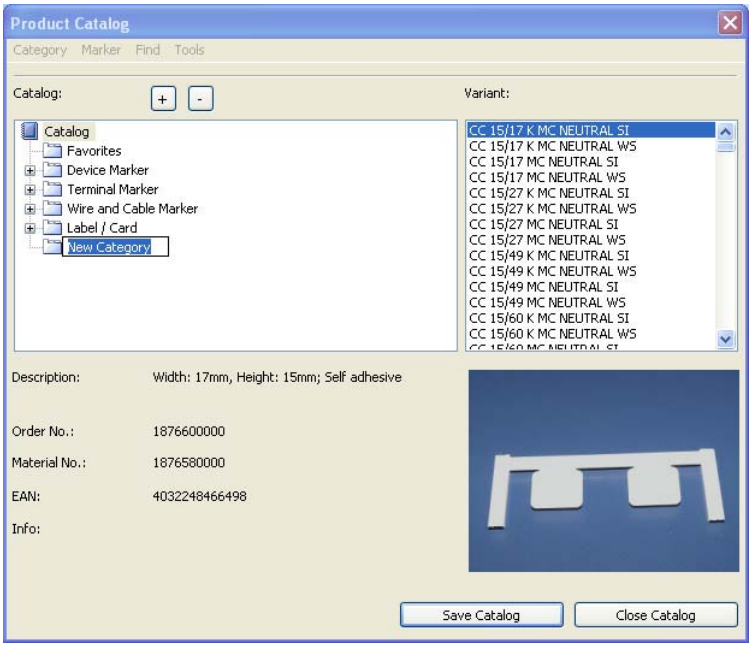
  To add a subcategory to an existing category, click on the existing category and the subcategory will be added under it.

- On the menu bar of the "Product Catalog" dialog, select **Category** then **New** or

  right-click inside the "Product Catalog" dialog to show the shortcut menu. Select "New Category".



A new category is created.



- Enter a name for the new category.

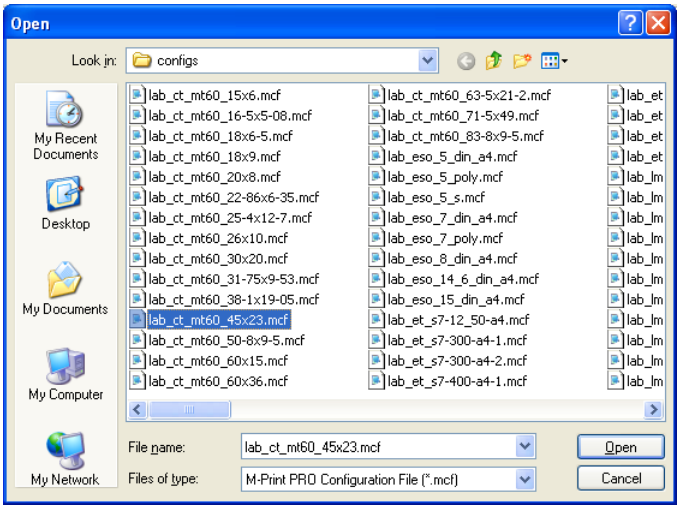
You can now assign products to your category.

Click on the **Save Catalog** button to create the category. Click on the **Close Catalog** button to close the dialog.

Adding products

- Open the product catalog from the **Tools** menu.
- Click on the category to which you want to add a product.
- On the menu bar of the "Product Catalog" dialog, select **Marker** then **Add** or right-click inside the "Product Catalog" dialog to show the shortcut menu. Select "Add Marker Type".

The following dialog appears:



The dialog contains all the products that are available for you to use in the M-Print PRO application and that have been saved in a dedicated folder.

- Select the product you want to add and click on the **Open** button.
  The selected product is added to the category.
- Exit the product catalog by clicking on the **Save Catalog** button.

Removing a product

- Click on the category from which you want to remove a product.
- Select the product you want to remove by clicking on it.
- On the menxu bar of the "Product Catalog" dialog, select **Marker** then **Remove** or right-click inside the "Product Catalog" dialog to show the shortcut menu. Select "Remove Marker Type".

Although the product has been removed from the catalog, it is not deleted from the application folder.

Removing all products from a category

- Click on the category from which you want to remove all products.
- On the menu bar of the "Product Catalog" dialog, select **Category** then **Empty** or right-click inside the "Product Catalog" dialog to show the shortcut menu. Select "Empty Category".

All products are removed from the category.

The products are only removed from this category–they remain in the application folder.

Removing a product category

- Click on the category, and on the menu bar of the "Product Catalog" dialog, select **Category** then **Remove** or right-click inside the "Product Catalog" dialog to show the shortcut menu. Select "Remove Category".

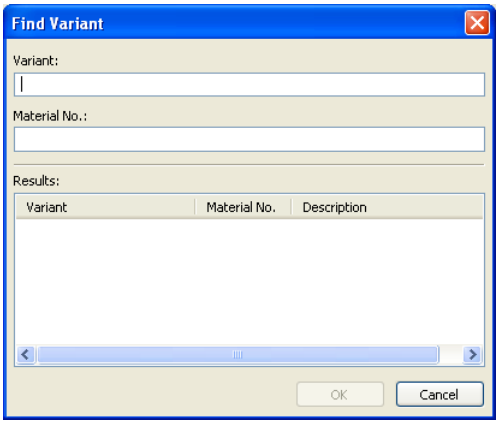
Finding a product

You can use the product search function if you want to select a new marker type without knowing the exact name or material number.

You cannot use the search function to add a product to a product category.

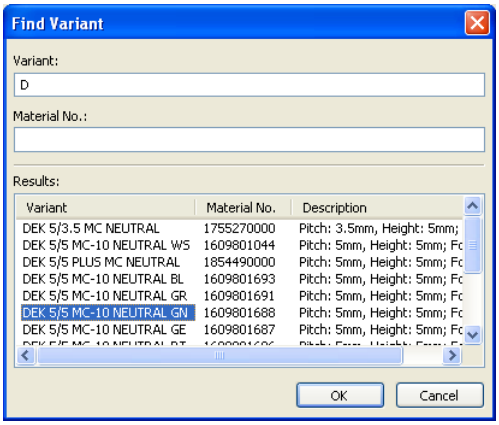
- Open the "Product Catalog" dialog.
- On the menu bar of the "Product Catalog" dialog, select **Find** or right-click inside the "Product Catalog" dialog to show the shortcut menu. Select "Find Marker Type".

The "Find Variant" dialog appears:



- Enter the product name in the "Variant" field or the relevant product number in the "Material No." field.

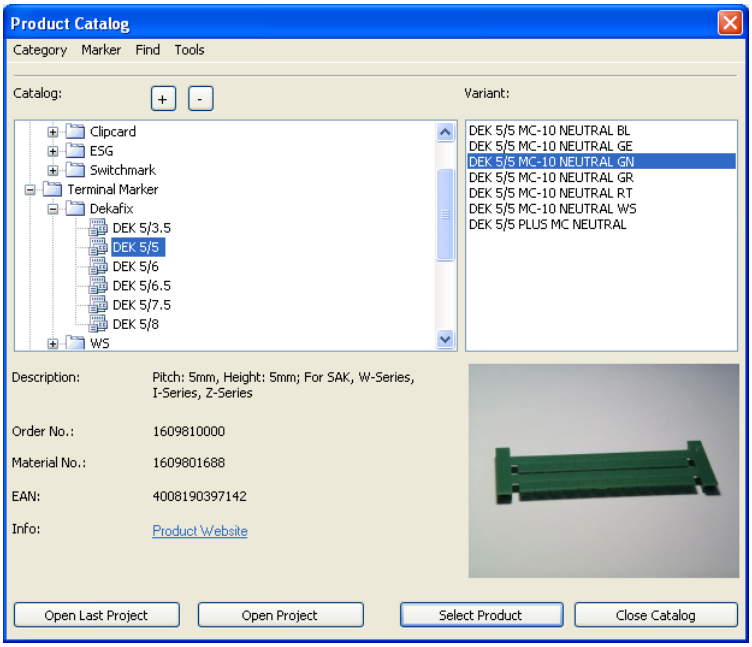
As soon as you enter the first character, all products starting with that character are displayed.



The results are listed in a table in the bottom part of the dialog.

The list shows the variant and material number and a description of the product.

- Click on the product you are looking for to select it, then confirm your choice with **OK**. The following dialog appears:



Provided the relevant information has been defined, the bottom left part of the dialog contains a description of the selected variant and the material number. The bottom right part of the dialog shows a photograph of the selected variant.

You can double-click on the photograph to open a new window with a magnified view of the product.

If you click on **Product Website**, a product data sheet appears via the Internet. The link only appears if there is a data sheet for the product.

- Click on the **Select Product** button. The MultiCard is inserted into the workspace.

Consecutive Numbering

Introduction

You can use the "Consecutive Numbering" function to add sequential data to marker types. The Auto Fill function can only be used to generate individual document fields.

An individual document field is a field that is present in every marker area, and although it always has identical position and formatting attributes, the text inside it can differ.
The default text field is document-individual.

- Select the field or an area where you want the data to appear.

You can open the "Consecutive Numbering" dialog in one of the following ways:

1.

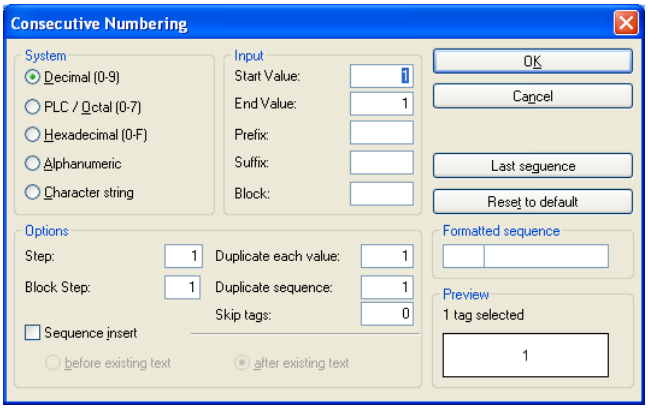
Press the **F8** button to open the "Consecutive Numbering" dialog.

2. On the menu bar, select **Insert** then **Consecutive Numbering...**.

3.

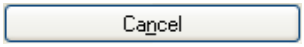
Press the key combination **Alt**, **I** and **C**.

The "Consecutive Numbering" dialog

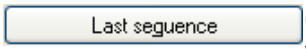


The dialog contains the following buttons:

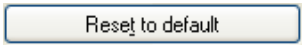
Click on the **OK** button to confirm your input.



Click on the **Cancel** button to cancel what you are doing.



Click on the **Last sequence** button to load the last sequence you used.



Click on the **Reset to default** button to restore the predefined default values.

In the "System" group, select the notation you want to use for numbering.

Decimal
This uses the decimal system, i.e. the ten digits from 0 to 9, then 10, 11, 12, etc.

PLC / Octal
Choose this option to select a PLC-specific labeling format. The PLC labeling format usually includes two counters, separated by a full stop (e.g. 4.0).

Counter Y uses the octal system from 0 to 7, and block counter X starts from the start value in the Block field and counts at the increment specified in the Block Step field. The Prefix field usually contains a letter (e.g. I for Input), and a Suffix can also be defined (see example 2).

Hexadecimal
This notation is based on the hexadecimal system, which uses the characters 0 to 9, A, B, C, D, E, F.

Example: 0, 1, ….9, A, B, C, D, E, F, 10, 11, …,18, 19, 1A, 1B, 1C, 1D, 1E, 1F, 20, … 29, 2A, … 2F, 30, … etc.

Alphanumeric
Three numbering sequences are possible with this option: a to z or A to Z or 0 to 9. Example: b to m (only one character is allowed, not AA to ZZ for example).

Character string
The same word is written to all the text fields, e.g. "ISB". Character strings: 1234 or ABCD or 1a2Bd3.

In the "Input" group, enter the following values:

Start Value and End Value
Numbering can be in ascending or descending order.

The default settings in the Start Value and End Value fields are based on the number of fields selected at the time the dialog opens.

Prefix
You can prefix one or more alphanumeric characters to the counted value. (e.g. Conductor or C or 2004-)

Suffix
You can append one or more alphanumeric characters to the counted value (e.g. left or X).

Block
This software defines a block as an additional counter inserted between the prefix and the start value.

The "Options" group is where you make the following settings:

Step
This field contains the value by which the start value will be increased/reduced.

Examples:

With start value = 1, end value = 20 and increment = 3, the following sequence of numbers is generated: 1, 4, 7, 10, 13, 16, 19

With start value = 8, end value = 2 and increment = 2, the following sequence is generated: 8, 6, 4, 2

With start value = A, end value = K and increment = 2, the following sequence is generated:
A, C, E, G, I, K

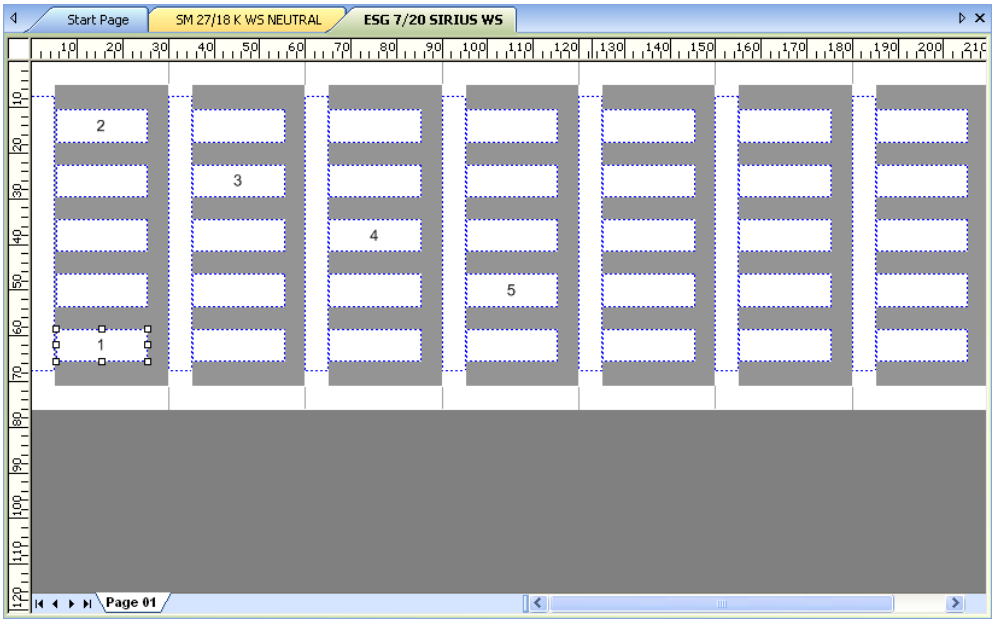
Block Step
This is where you specify the value by which you want to increment the block, e.g. block = 0 and block step = 2. Example: 0, 2, 4, 6….

Duplicate each value
Use this field to specify how many times you want to duplicate each value.
If you enter the value 2 in the field, the following sequence is generated for numbering from 1 to 5: 1, 1, 2, 2, 3, 3, 4, 4, 5, 5.

Duplicate sequence
This is where you specify the number of times the sequence (the value between start and end) will be needed.

Skip tags
This is where you specify the number of labeled fields you want to skip.

Example: start value = 1, end value = 5, skip tags = 3



Sequence insert
Click on the check box to activate or deactivate this function.

If the fields you are labeling already contain text, you can specify where you want the sequential data to appear. Select the relevant radio button:

before existing text
after existing text

If you do not activate this function, the entire content of the marker will be overwritten.

Formatted sequence
The field on the left formats the block, and the field on the right formats the numbering sequence defined by the start value and end value.

The following formatting options can be used for the block and the numbering sequence. The block format is only applied if the "Block" field contains an entry.

#.00	The numbers are formatted to two decimal places. For the number sequence 1 to 3, this produces the following formatted numbers: 1.00 then 2.00 then 3.00, etc.
$#.00	A constant appears before the number (the dollar sign in this example).
#,###.00	Formats the number sequence 1000 to 2000 as follows: 1,000.00 then 1,001.00 then 1,002.00, etc.
0%	Formats the number sequence 1 to 5 as 100%, 200%, .., 500% (percentage).

Preview
The first field is displayed here with its data.

Automatic recognition of field content

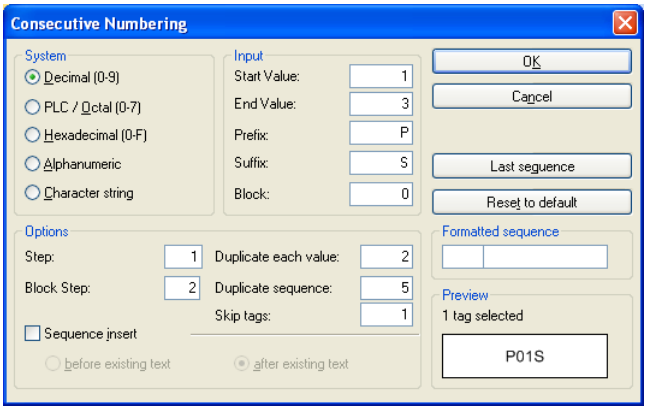
The Auto Fill function attempts to identify the text of the first selected field so it can put appropriate default settings in the " Consecutive Numbering " dialog.

For example, if a text field contains A4.0X, the system recognizes that A is the prefix, X is the suffix, the block counter is 4 and the start value is 0.

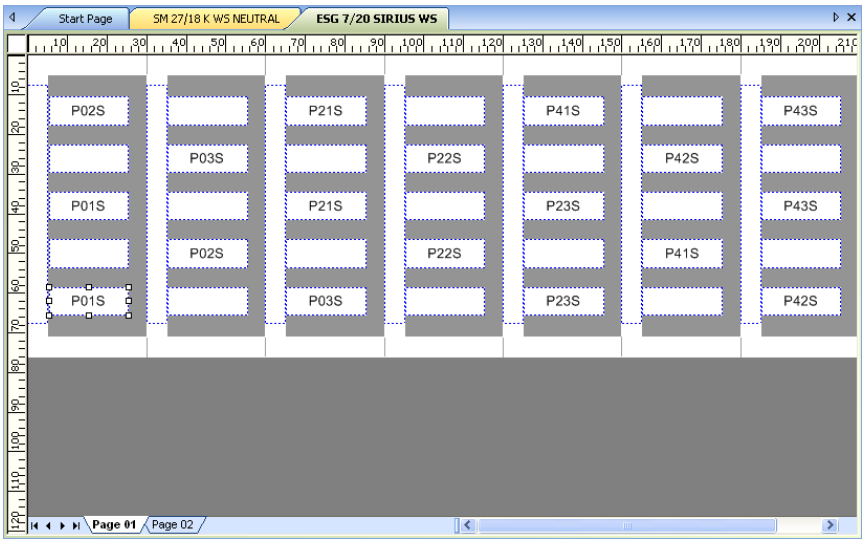
Example 1

We want to label a MultiCard as follows:

The start value will be 1 and the end value will be 3. There will be a block in front of the value, counting from the number 0. Each number (block plus start value) will be preceded by a P and concluded by an S. One field will be skipped, i.e. there will be an empty field between the fields containing data. Each field will be printed twice in succession. The values of the block entry will start at 0 and be incremented by 2 i.e. 0, 2, 4, 6.



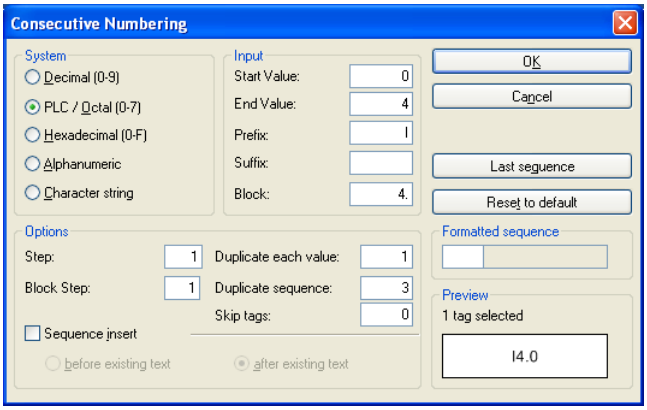
Result:



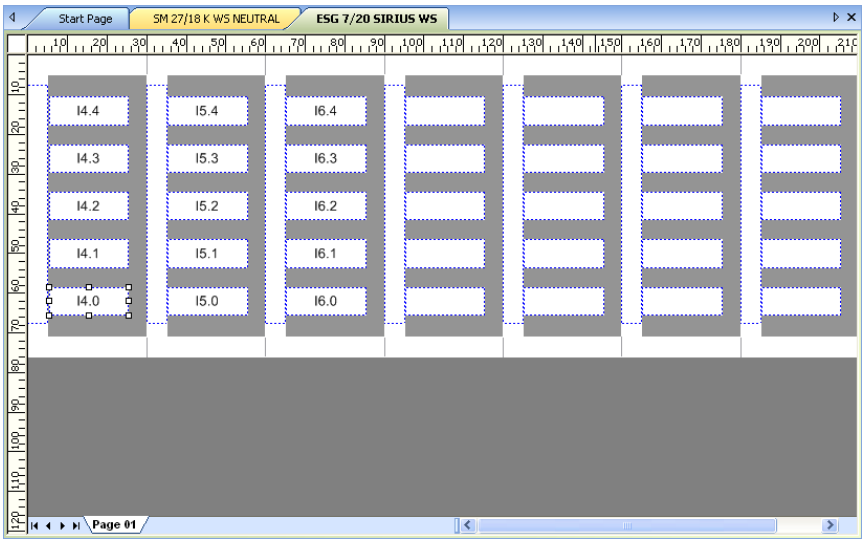
Example 2

PLC labeling format

We want to mark relays 4, 5 and 6. Each of the relays has five inputs (=I), to be labeled from 0 to 4. Numbering will start with I4.0 to I4.4, then I5.0 to I5.4, and finally I6.0 to I6.4.



Result:



Opening other file types

Introduction

This section explains how to open a file that was not created using M-Print PRO.

You can open the file as follows:

1. Click on this icon on the docking bar.

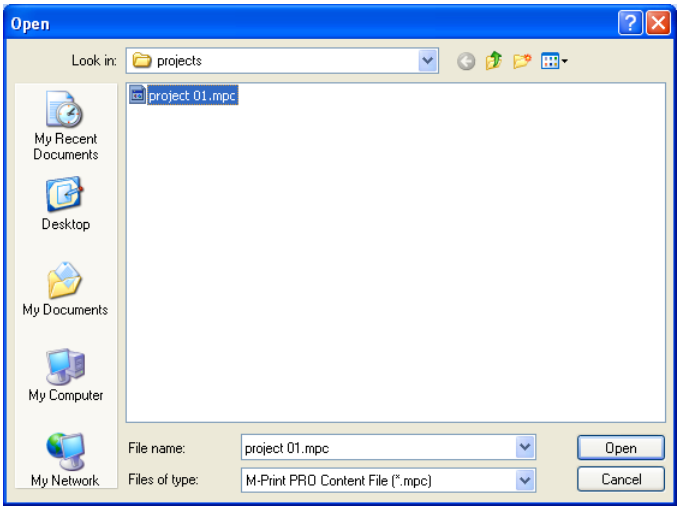
2. On the start page, click on **Open**.

3. On the menu bar, select **File** then **Open**.

4. Press the key combination **Alt**, **F** and **O**.

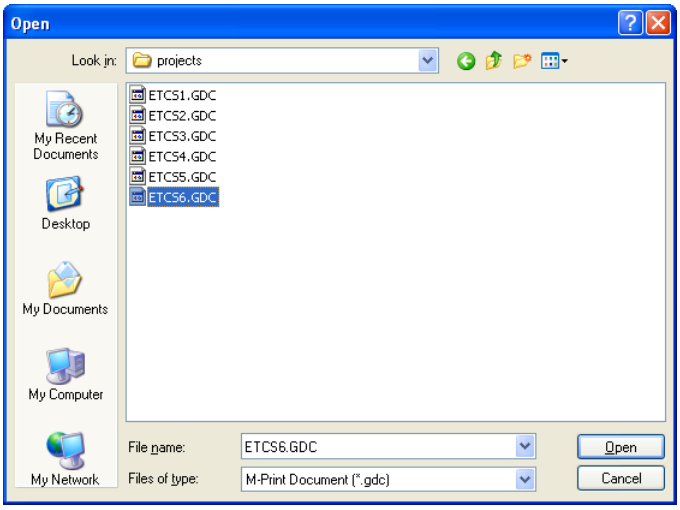
5. Press the key combination **Strg** and **O**.

The "Open" dialog appears, listing all existing files:



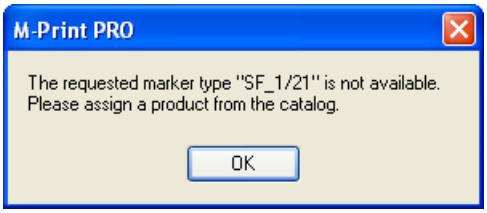
- Select the file type (gdc, mld, mpc, mpo, tmf).

All the available files of this file type are listed.



- Select the file you want to open, then click on the **Open** button.

If the marker type could not be found in the catalog, a message box appears:



- Click on the **OK** button.

The "Product Catalog" dialog appears.

- Select the marker type and confirm by clicking on **OK**.

The data is added to the markers.

Importing files

Introduction

This section explains how you can import files in other formats (e.g. Microsoft Excel) into M-Print PRO and insert the data into the project and marker areas.

You can initially import the data manually as described below. When the import is finished you can save the settings. You can then reuse the saved import routine later. This saves time because you only need to start the import routine rather than defining all the settings from scratch.

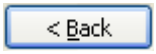
Starting the import

You can start importing files in one of the following ways:

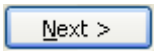
1. On the menu bar, select **File** then **Import...**.
2.

Press the key combination **Alt**, **F** and **I**.

The import wizard contains the following buttons:

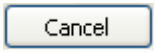


Click on the **< Back** button to return to the previous step in the wizard.

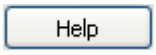


Click on the **Next >** button to move to the next step.

Click on the **Finish** button to insert the imported data into the project area or the marker area.



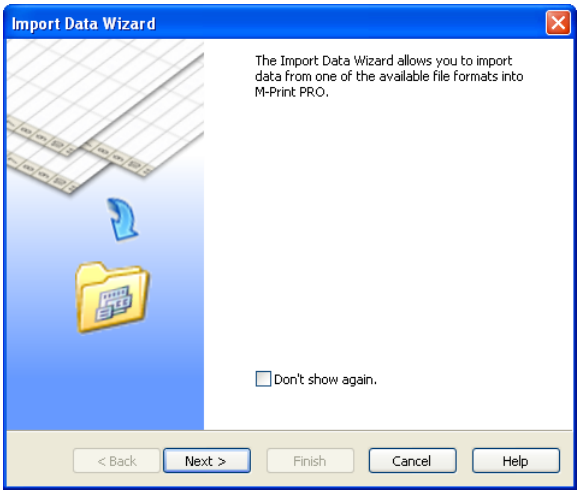
Click on the **Cancel** button to cancel the import process.



Click on the **Help** button for more information about importing files.

Step 1: Welcome dialog

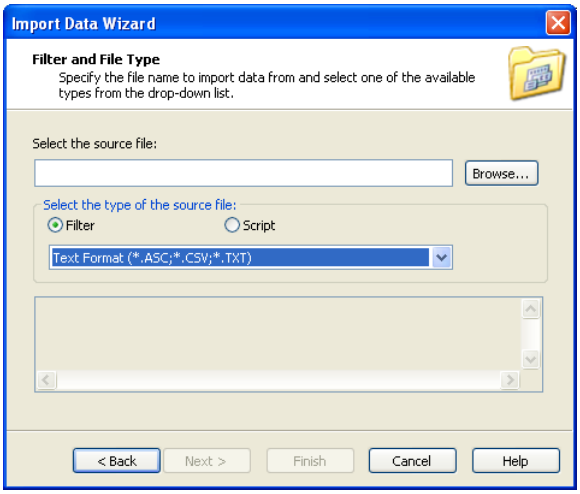
If you are importing for the first time, the following welcome dialog appears:



- Click on the "Don't show again" check box if you do not want this dialog to appear the next time you import data.
- Click on the **Next >** button to continue importing.

Step 2: Filter and File Type (manual/script)

In this step, select the file you want to import, with the filter or saved import routine and file format.

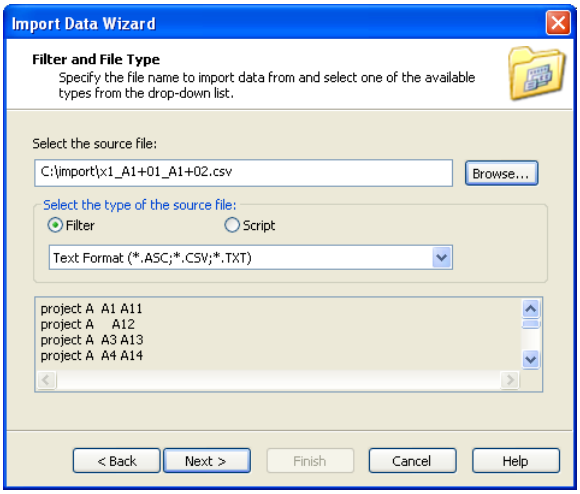


- Click on the **Browse...** button. A dialog appears, where you can select the file you want to import.

- Select the file you want to import, then click on the **Open** button.

The "Select the source file:" field now contains the path of the file you are importing.

Next select either **Filter** or **Script** in the lower area.



Script
This function is described in the "Using saved import routines" section.

Filter

- Click on the **Filter** radio button.

File type

- In the next field, click on the arrow to open the drop-down list box, where you can select the file type.
- Click on the **Next >** button.

The next step is where you specify whether you are importing a file using delimiters or fixed column width, see "Step 3a: Source file with delimiters" or "Step 3b: Source file with fixed column width".

Step 3: Selecting the field delimiter

Step 3a: Source file with delimiters

This is where you specify whether the columns in the source file are delimited by characters, such as semicolons, tabs, etc.

Example of a file using delimiters

Opened in Microsoft Excel:

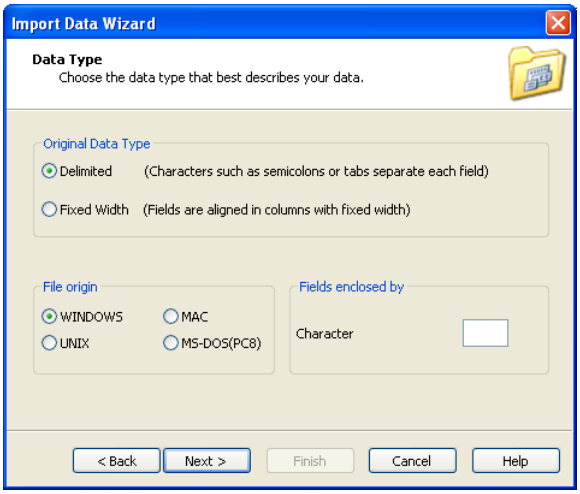
	A	B
1	=-X1	1
2		2
3		3
4		4
5		5
6		6
7		7
8	=A1+1	L1
9		L1
10		L2
11		L2
12	=A1+2	M1:L1
13		M1:L2
14		M1:L3
15		I 1.0
16		I 1.1
17		I 1.2
18		I 1.3
19		I 1.4
20		I 1.5
21		I 1.6
22		I 1.7
23		I 2.0
24		I 2.1
25		I 2.2
26		I 2.3
27		I 2.4
28		I 2.5
29		I 2.7
30		I 3.0
31		I 3.1
32		I 3.2
33		I 3.3

Opened in a text editor:

```
=-X1;1
;2
;3
;4
;5
;6
;7
=A1+01;L1
;L1
;L2
;L2
=A1+2;M1:L1
;M1:L2
;M1:L3
;I 1.0
;I 1.1
;I 1.2
;I 1.3
;I 1.4
;I 1.5
;I 1.6
;I 1.7
;I 2.0
;I 2.1
;I 2.2
;I 2.3
;I 2.4
;I 2.5
;I 2.7
;I 3.0
;I 3.1
;I 3.2
;I 3.3
```

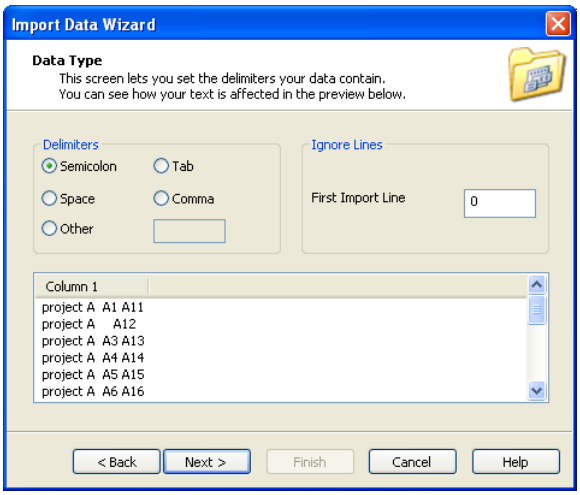
The example is a two-column file in Excel, with the semicolon defined as the delimiter as shown on the right. Because there is no data before the semicolon on row two, for example, the first column is empty.

The file on the right was saved from within Excel in CSV format (fields separated by characters).



- Click on the **Delimited** radio button.
- Specify the operating system used to create the file.
- In the next field, specify the character used to enclose the field contents.
- Click on the **Next >** button.

The following dialog appears.



- The system suggests the character used to delimit the columns. However, if a different delimiter has been used, you can select it by clicking on the relevant radio button.

  If you click on the **Other** radio button, you can enter a different delimiter or more than one delimiter. The system starts a new column whenever it finds one of these delimiters.

- Specify the row from which you want to import the table.

- When you have finished your import, click on the **Next >** button.

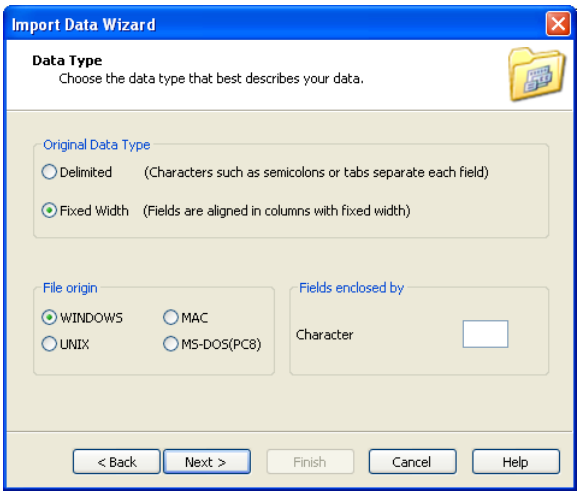
Continue in the "Assigning columns" section.

Step 3b: Source file with fixed column width

This is where you specify whether the source file contains fixed-width columns, for example column 1 = 10 characters, column 2 = 2 characters.

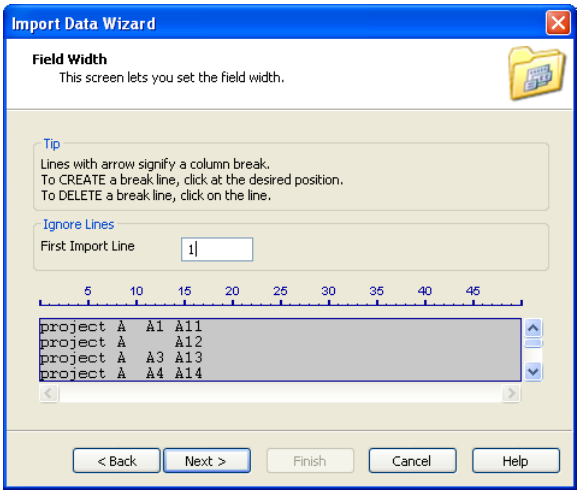
Example of a fixed-width file opened in a text editor

```
project A  A1 A11
project A     A12
project A  A3 A13
project A  A4 A14
project A  A5 A15
project A  A6 A16
project A  A7 A17
project A  A8 A18
project B1 B1 B11
project B1 B2 B12
project B1 B3 B13
project B1 B4 B14
project B1 B5 B15
project B1 B6 B16
project B1 B7 B17
project B1 B8 B18
```

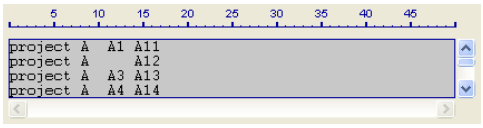


- Click on the **Fixed Width** radio button.
- Specify the operating system used to create the file.
- Click on the **Next >** button.

You can define the columns in the next step.



- To do this, click on the ruler at the position where you want a new column to start. The columns are separated by an arrow.

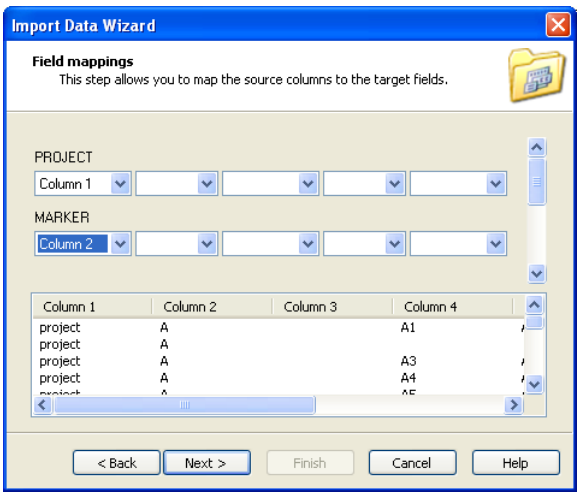


You can remove the column break by clicking on the arrow again.

The next step is where you assign the columns to the project and the marker.

Step 4: Field mappings

Assigning field mappings



- Click on the arrow to open the drop-down list box next to "PROJECT". From the list box, select the column you want to copy to the project area.

- Click on the arrow to open the drop-down list box next to "MARKER". From the list box, select the column you want to copy to the marker.

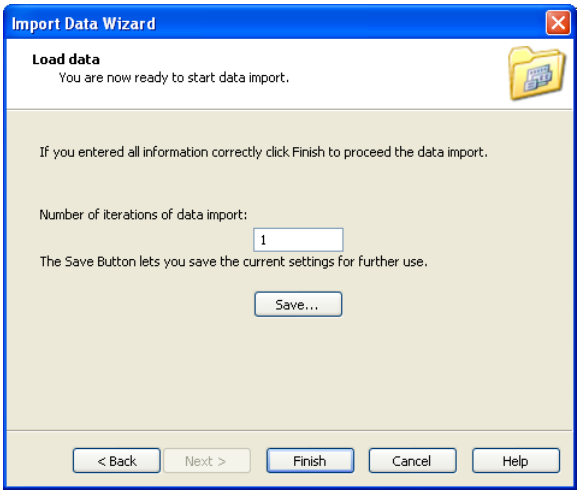
Other field mapping options

It is also possible to use more than one field entry for the project or marker. The text can be separated by a line break, a space or a tab character. If you are not using a delimiter, select "Plus".

- Click on the arrow to open the drop-down list box next to "MARKER". From the list box, select the first column you want to copy to the marker.

- Next, specify how you want to separate the two columns on the marker, e.g. a space, tab character, etc.
- In the next field select the second column you want to use.
- When you click on the **Next>** button, the next step allows you to finalize the import.

Step 5: Saving and finishing

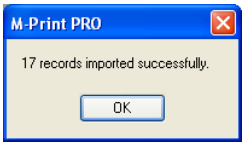


In the "Number of iterations" field, specify how many times you want to import the file.

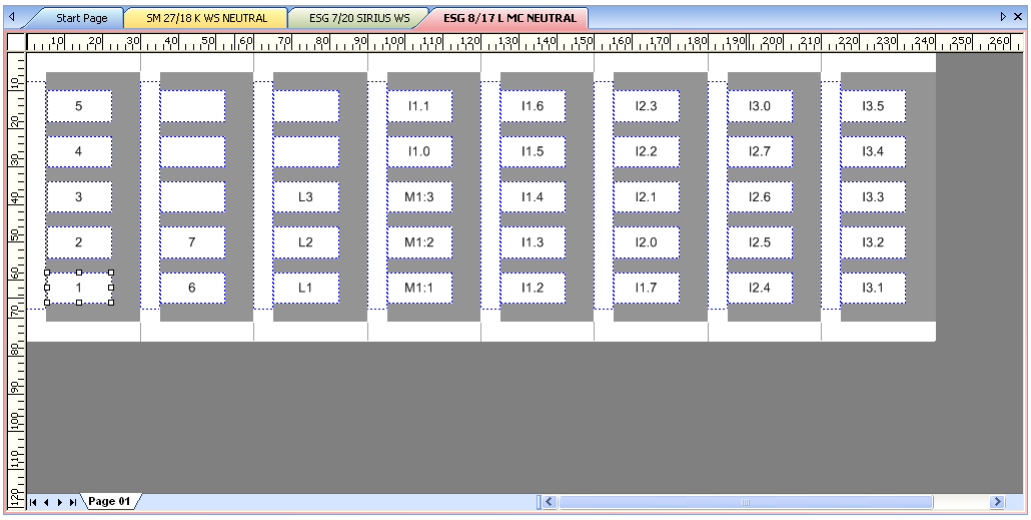
You can use the **Save** button to save the import routine for later use (see the "Using saved import routines" section).

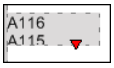
- Click on the **Save** button, and in the next dialog, enter a file name for the routine.
- If you just click on the **Finish** button, the data is added to the MultiCard but the import routine is not saved.

If the data is imported successfully, the following message box appears, showing how many records were imported:



Example: MultiCard with imported data



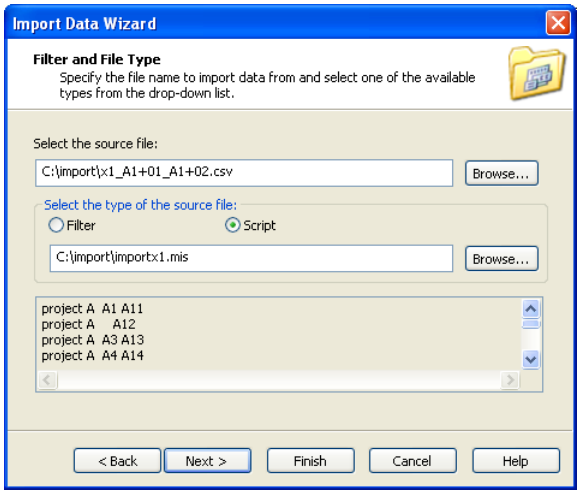


If you can see a red triangle in text fields on the workspace, the imported data does not fit in the field. Not all of the text is displayed or printed. You will need to shorten the field contents.

Using saved import routines

If you have previously imported a file and saved the import routine, (see "Step 5: Saving and finishing"), you can reuse the routine.

- Start the import process as described in the "Starting the import" section.



Selecting the source file

- Click on the **Browse...** button. A dialog appears, where you can select the file you want to import.
- Select the file you want to import, then click on the **Open** button.

The text field now contains the path of the file you are importing.

Selecting the import routine

- Now click on the **Script** radio button.
- Click on the **Browse...** button.
  You can select the import routine in the next step.
- Select the import routine you want to run, then click on the **Open** button.
- Click on the **Finish** button or
  if you want to make changes, click on the **Next >** button.

The import routine is started and the data is added to the marker type.

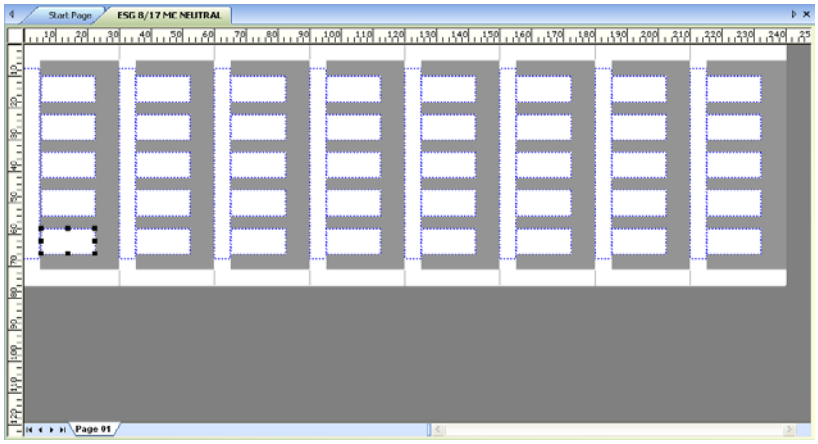
Other options

Adding an extra text field

You can define text fields that will be recognized as columns during data import, and place them directly in the project area and the marker.

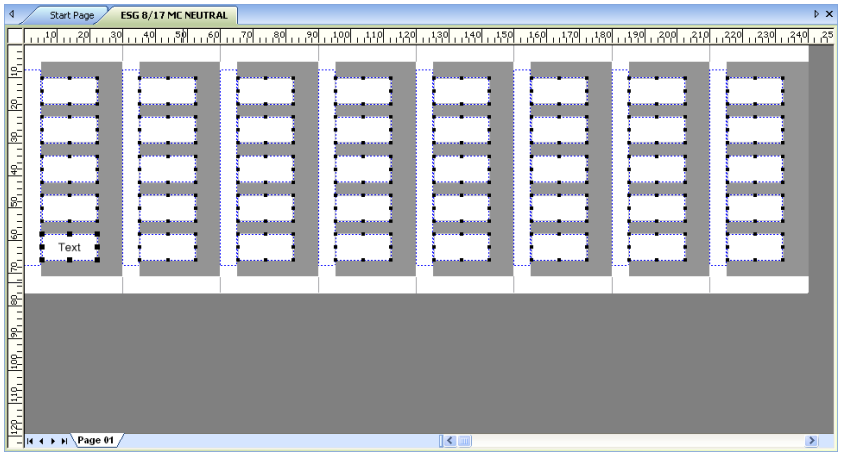
Example:

- Activate the marker area by clicking the border of a marker on the workspace.



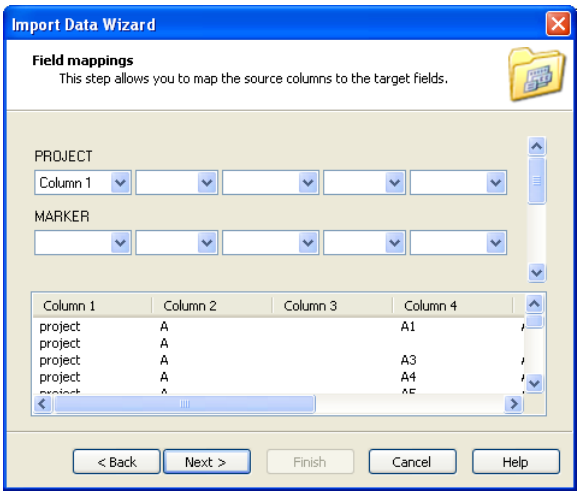
- Click on the Text icon:

- Hold down the left mouse button and drag a new text field into the marker area.



All marker areas now have an additional text field that can contain a field entry.

When you import data, the field mapping dialog is as follows:



The import wizard has added an extra entry in the "Field mappings" step. The default name for the new entry is "TEXTBOX", but you can change the name (see the "Advanced options" section).

- Click on the arrow to open the drop-down list box next to "TEXTBOX". From the list box, select the column you want to copy to the marker.

  Like the other fields, you can combine two columns.

- Click on the **Next>** button, then either **Save** or **Finish** in the next step (see also the "Saving and finishing" section).

Importing another file

After importing one file to the MultiCard you can import another file. The system automatically adds new pages as necessary. The data from the second imported file is added starting from the selected marker.

Click on the marker border so that the marker looks like this:

The data from the source file will be added starting from here.

Advanced Options

Introduction

This section describes in detail the various options you have as you work with text, shapes, images and barcodes. There is also an explanation of the different layers of a MultiCard.

Elements

Text fields, shapes (lines, rectangles, ellipses), images and barcodes are all referred to as "elements".

Selecting and inserting elements

You can create elements from the "Insert" menu on the menu bar, or the "Elements" toolbar.

You can show or hide the "Elements" toolbar. On the menu bar, select View > Toolbars then Elements.

Each of the icons is described below.

Selecting elements

Select element

After clicking on this icon, you can click on elements to select them.

Select multiple elements

If the elements you want to select are next to each other, you can select them all in a single action by drawing a selection box around them.

Click on this icon to activate the element selection box. Press and hold down the left mouse button. Draw a box around the elements you want to select.

Or

Click on this toolbar icon, press the **Ctrl** key and left-click on all the elements you want to select. Remember to keep the **Ctrl** key pressed.

Or

You can use the **Shift** key to select a range.

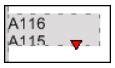
Click on the first marker, press and hold down the Shift key, then click on the last marker you want to select.

Inserting text

Create new text field
Click on this toolbar icon, or on the menu bar, select **Insert** then **Text field**. Move the mouse to where you want to enter the text.

If the mouse pointer looks like this, you can create a text field.
Press and hold down the left mouse button. Draw a box and release the mouse button. An editing field opens, where you can enter text.

You can only enter text in text fields:
if the mouse pointer looks like this, you cannot enter text.



If you can see a red triangle in a text field after adding text, there is too much text in the field. Not all of the text is displayed or printed. You will need to shorten the text or reduce the font size.

Inserting a shape

Create rectangle/square
Click on this icon, or on the menu bar, select **Insert** then **Rectangle**. Hold down the left mouse button and drag to create a rectangle.

Draw line
Click on this toolbar icon, or on the menu bar, select **Insert** then **Line**. Keep the left mouse button pressed as you draw the line.

Draw circle/ellipse
Click on this icon, or on the menu bar, select **Insert** then **Ellipse**. Hold down the left mouse button and drag to create the ellipse.

You can set the exact size and position in the Property Explorer (see "Advanced options in Property Explorer").

Inserting an image

M-Print PRO supports image formats BMP, EMF, GIF ICO, JPG, PNG and WMF.

Insert image

Click on this icon, or on the menu bar, select **Insert** then **Image**. Hold down the left mouse button and drag to create a border. A dialog appears, where you can select the image file and open it by clicking on the **Open** button. The selected image is inserted in the border.

You can use the Property Explorer to specify whether to keep the image in its original size, or resize the image to fit the border.

Images are not embedded in the field. The field only contains a link to the file. The path is shown in the Property Explorer.

See "Advanced options in Property Explorer".

Inserting a barcode

M-Print PRO supports three barcode types:

- Code 39
- Code 2/5 Industrial
- Code 2/5 Interleaved

Insert barcode

On the menu bar, select **Insert** then **Barcode**. You can select a barcode type from the submenu. Press and hold down the left mouse button. Draw a box and release the mouse button. The selected barcode is inserted. You can use the Property Explorer to enter the code in numeric or alphanumeric format (see "Advanced options in Property Explorer").

or

Click on this toolbar icon then press and hold down the left mouse button. Draw a box and release the mouse button. The barcode is inserted. The inserted barcode type is shown in the Property Explorer, where you can select a different type. You can also use the "Text" field to enter the code in numeric or alphanumeric format.

Showing the grid

On the menu bar, select View, Grid and Show to place gridlines over the marker type. You can use the gridlines to help you align the elements.

Snapping elements to the grid

To specify that you want the elements to snap to the gridlines, click on this icon, or on the main menu, select View, Grid , Snap To Grid.

The icon looks like this if the function is active:

Editing elements

Before you can edit one or more elements, you first have to select them.

If you click on a text field you want to edit, it switches to input mode and you can enter or edit text. If you click on a line or an object, it is selected and you can change the settings.

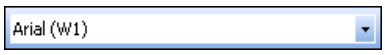
See also "Advanced options in Property Explorer".

Formatting text

You can use the "Format" toolbar, the menu bar, or the Property Explorer to format text and change line settings (see also "Property Explorer").

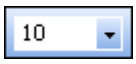
You can show or hide the "Format" toolbar. On the menu bar, select View > Toolbars then Format Text.

Each of the icons is described below.



Select font

Select the text, field or fields you want to change. Click on the arrow in the "Fonts" field to list all available fonts. Select the font you want to use by clicking on it.



Select font size

Select the text you want to change. In the "Font size" field on the "Format" toolbar, click on the black arrow and select the font size from the drop down list.

Bold

Select the text, field or fields you want to change. Click on this icon on the "Format" toolbar.

Italic

Select the text, field or fields you want to change. Click on this icon on the "Format" toolbar.

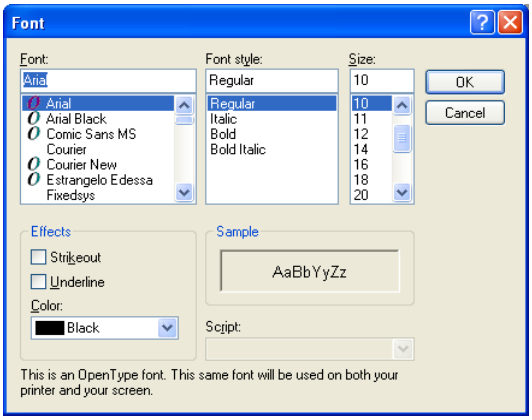
Underline

Select the text, field or fields you want to change and click on this icon on the "Format" toolbar.

Strikethrough

Select the text, field or fields you want to change and click on this icon on the "Format" toolbar.

Alternatively, you can change these settings from the menu bar, by selecting Format then Font…. You can change the settings in the following dialog.



Aligning text

To align text, select it and click on the relevant icon on the "Format" toolbar. The following alignment options are available:

Align left

Center

Align right

Vertical alignment top

Vertical alignment center

Vertical alignment bottom

Format Painter

You can use the Format Painter function to copy the formatting, font, color, etc. to another element, so there is no need for you to change all the settings manually.

You can activate the Format Painter in the following ways.

1. Click on this toolbar icon.

2. On the menu bar, select **Edit** then **Format Painter**.

3. Press the key combination **Ctrl**, **Shift** and **C**.

Follow these steps:

- Select the field (text or shape) with the format you want to copy.
- Click on the Format Painter icon or press the key combination **Ctrl**, **Shift** and **C**.
- Click on the field you want to apply the format to. If you then click on another text or shape, the format is applied to that too.
- Click on the Format Painter icon again to deactivate the function.

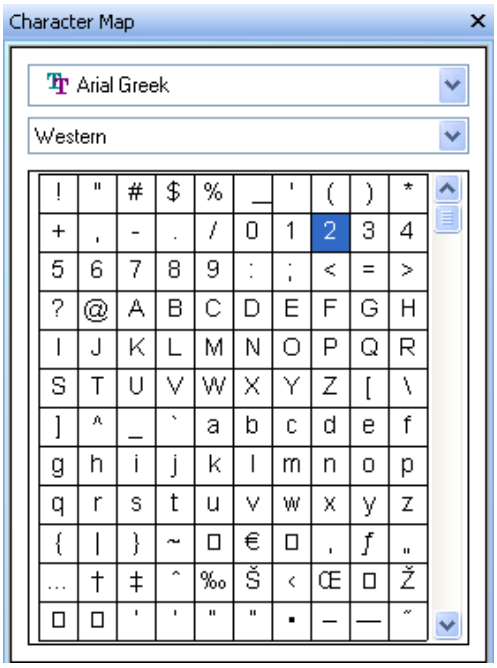
Inserting special characters

You can use the Character Map to select fonts, and to see all the characters and special characters that are available with that font.

You can open the Character Map in one of the following ways:

1. Click on this toolbar icon.

2. On the menu bar, select **View** then **Character Map** and then **Font**.



- Click on the arrow in the first list box to select the font, and the arrow in the second list box to select the language.
- Position the cursor where you want the character to appear.
- Double-click on the character you want to insert, and it appears in the text field.

You can also use the shortcut menu to copy a character from this dialog:

- Select the character you want to copy, click on the right mouse button and select **Copy Character**.
- Position the cursor where you want the character to appear, click on the right mouse button and select **Paste** on the shortcut menu.

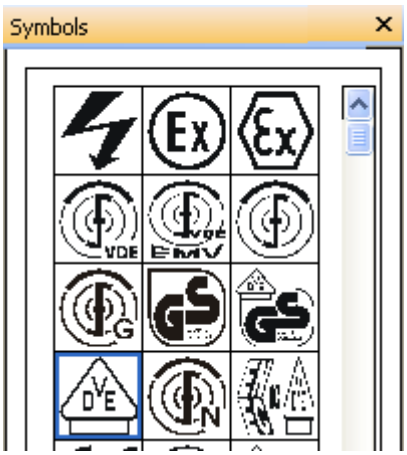
Inserting symbols

You can select and insert symbols using the Symbol Explorer.

You can open the Symbol Explorer in one of the following ways:

1. Click on this toolbar icon.

2. On the menu bar, select **View** then **Symbols**.



- Click on the symbol you want to insert.
- Move the mouse to the field you want to contain the symbol.
- Hold down the left mouse button and drag to create a rectangle. The symbol is inserted in the field.
- You can resize the symbol by clicking on it once and dragging the corners to make the rectangle larger or smaller.

Alternatively:

- Select the field in which you want to insert the symbol.
- Double-click on the symbol that you want to insert.

Changing the color and fill pattern

To change the color of an element, select the text or shape and click on the relevant button on the "Format" toolbar.

If you cannot see the toolbar, select View on the menu bar, then Toolbar then Format.

You can also use the Property Explorer to change the color and fill pattern (see "Advanced options in Property Explorer").

Click on this icon to change the text color. If you click on the arrow, you can select the color you want from a drop-down list. If you now enter new text, it will appear in the selected color.
To change the color of existing text, first select the text and then select the color you want.

Click on this icon to change the line color. If you click on the arrow, you can select the color you want from a drop-down list. If you now draw a new line, it will appear in the selected color.
To change the color of existing lines, first select the lines and then select the color you want.

Click on this icon to change the fill color. If you click on the arrow, you can select the color you want from a drop-down list. If you now draw a new object, it will be filled with the selected color.
To change the fill color of existing objects, first select the objects and then select the color you want.

Click on this toolbar icon to change the line thickness. You can select the line thickness you want from a drop-down list. If you now draw a new line, it will have the selected thickness. To change the thickness of existing lines, select them first.

Click on this toolbar icon to change the line type. You can select the line type you want from a drop-down list. If you now draw a new line, it will have the selected line type. To change the type of existing lines, select them first.

Click on this toolbar icon to change the fill pattern. You can select the pattern you want from a drop-down list.

Setting the field type of an element

Each element has a field type, which you can change. You can select the field type in Property Explorer, under the "Field" category (see "Advanced options in Property Explorer").

You can choose from these field types:

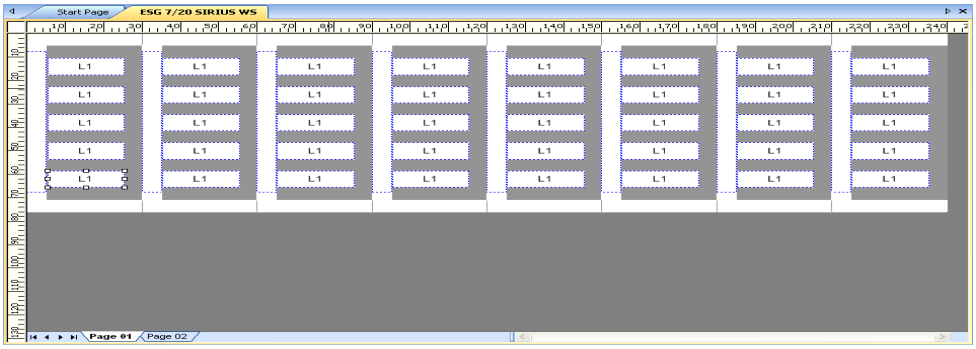
Single field
A single field has no association with any other field. Single fields each have their own separate formatting and content. If you make changes to a single field, the changes only apply to that particular field.

Document field
The "document" type means that any changes you make to this field will be applied to all the markers. The changes could relate to the text itself or to the position and formatting .

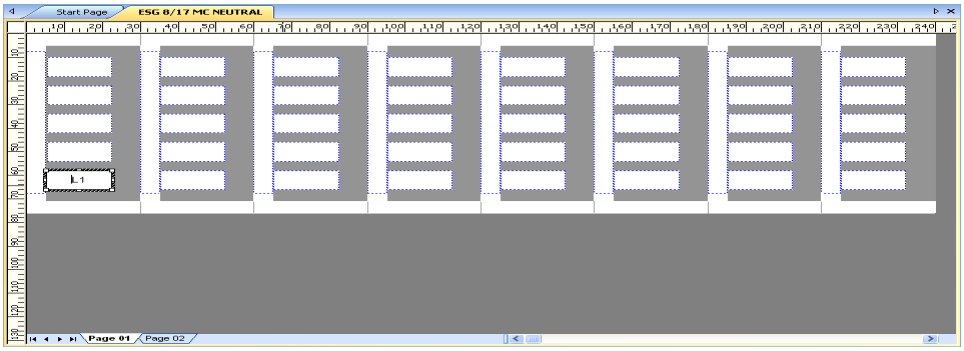
Document individual field
A document individual field is a field that is present in every marker area, and although it always has identical position and formatting attributes, the text inside it can differ.

Examples of the different field types

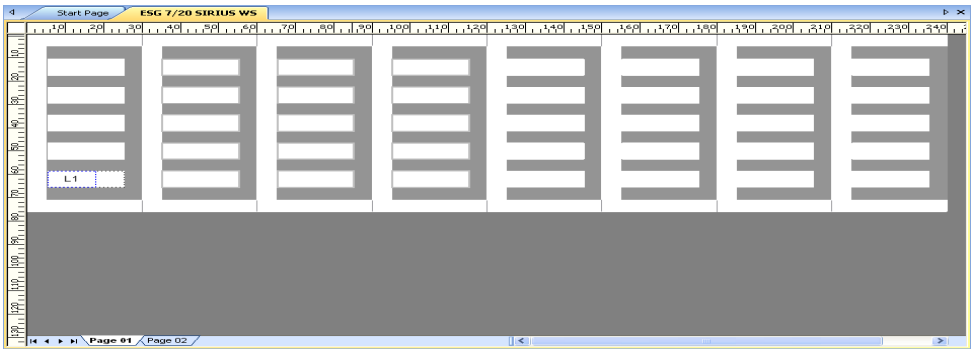
If a text field is a "document" field, when you add it to a marker and type some text in it, the text field, with content, will be added to every marker in this file.



If a text field is a "document individual field", it appears on each marker, although the content of each field is different.



If a text field is a "single field", it and its contents only appear on this marker. The other markers do not contain this field.



Moving elements

Elements at the project layer or marker layer can only be moved within the defined project area or marker area.

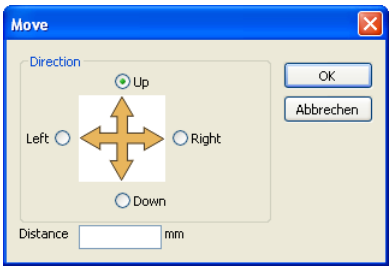
- Select the element you want to move by clicking on it with the left mouse button. When you move the mouse pointer over the element, it changes into the following shape, which means you can move the element:

- Hold down the mouse button and move the element to its new position.

  or

- On the menu bar, select **Shape** then **Move…**.

The following dialog appears:



- Click on the relevant radio button to indicate the direction you want to move the element.
- Enter the number of millimeters (inches, µm, cm) you want to move the element. The unit of measure displayed depends on the setting in the "Options" dialog.
- Confirm your input by clicking on **OK**.

or

You can also use the keyboard to move elements:

- Select the element you want to move by clicking on it with the left mouse button.
- Press the following key combinations:

Press the key combination **Ctrl** and **right arrow**.

Press the key combination **Ctrl** and **left arrow**.

Press the key combination **Ctrl** and **up arrow**.

Press the key combination **Ctrl** and **down arrow**.

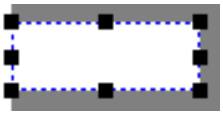
The element is moved in the relevant direction.

or

Another way to move an element is to use the settings in the Property Explorer, see "Advanced options in Property Explorer", category "Size and Position". You can enter exact values in this dialog.

Resizing elements

- Click on the element you want to resize.



- Drag the corners to make the element larger or smaller.

You can specify the exact dimensions in the "Size and Position" category in the Property Explorer.

See "Advanced options in Property Explorer".

Rotating elements

- Click on the element (text, shape, image, barcode) you want to rotate.

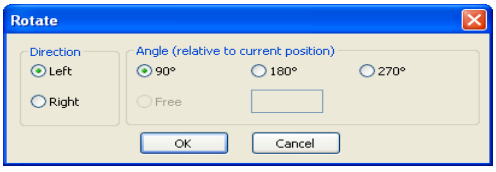
You can rotate element in the following ways:

1. Click on this icon to rotate the element through 90° to the left.

   Click on this icon to rotate the element through 90° to the right.

2. On the menu bar, click on **Shape** then select a direction of rotation.

3. If you select **Shape** then **Rotate…** on the menu bar, the following dialog appears:



Specify the details of the rotation you want, then confirm by clicking on OK.

Make sure that the element fits the marker area when it is rotated.

Example:

This image shows the element before it is rotated:

And here it is after it is rotated:

Setting the same height

- Select the elements whose height you want to change, then click on this icon.

1. The height of the selected elements is adjusted. All the objects are set to the height of the first selected element.

2. On the menu bar, select **Shape** then **Same Height**.

Setting the same width

- Select the elements whose width you want to change, then click on this icon.

1. The width of the selected elements is adjusted. All the objects are set to the width of the first selected element.

2. On the menu bar, select **Shape** then **Same Width**.

Copying and pasting elements

- Click on the element you want to copy.

Selecting multiple elements

- To select multiple elements, select the first element by clicking on it.
- Press the **Ctrl** key.
- Keep the **Ctrl** key pressed while clicking on the other elements you want to select.

There are various ways you can copy and paste elements:

Using the toolbar

Click on this icon to copy the element.

- Click once where you want to paste the element.

Click on this icon to paste the element.

Using the menu bar

- Select **Edit** then **Copy**.
- Click once where you want to paste the element.
- Select **Edit** then **Paste**.

Using the keyboard

Press the key combination **Ctrl** and **C** to copy the element to the clipboard.

- Click once where you want to paste the element (in a marker or text field).

Press the key combination **Ctrl** and **V** to paste the element.

Cutting and pasting elements

- Select the element you want to cut.

Selecting multiple elements

- To select multiple elements, select the first element by clicking on it.
- Press the **Ctrl** key.
- Keep the **Ctrl** key pressed while clicking on the other elements you want to select.

There are various ways you can cut elements:

1. Click on this icon on the toolbar.

2. On the menu bar, select **Edit** then **Cut**.

3. Press the key combination **Ctrl** and **X**.

- Click on the field where you want to paste the element.

There are various ways you can paste elements:

1. Click on this icon on the toolbar.

2. On the menu bar, select **Edit** then **Paste**.

3. Press the key combination **Ctrl** and **V**.

Duplicating elements

- Select the element you want to duplicate.

You can duplicate an element in the following ways.

1. You can click on this icon to duplicate the selected element.

2. On the menu bar, select **Edit** then **Duplicate**.

3. Press the key combination **Ctrl** and **D**.

The duplicated element is placed directly on top of the original element.

Deleting elements

- Select the element you want to delete.

Selecting multiple elements

- To select multiple elements, select the first element by clicking on it.
- Press the **Ctrl** key.
- Keep the **Ctrl** key pressed while clicking on the other elements you want to select.

You can delete elements in the following ways.

1. Click on this icon on the toolbar.

2. On the menu bar, select **Edit** then **Delete**.

3. Press the **Del** key.

4. Press the key combination **Ctrl** and **X**.

5. Press the key combination **Alt**, **E** and **T**.

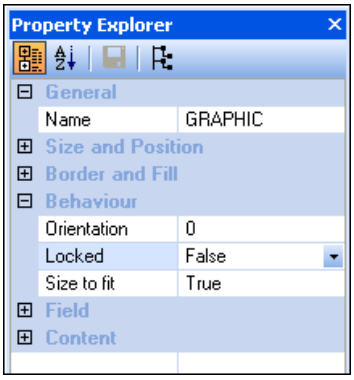
For a document field or document-individual field you are asked whether you want to delete the field contents or the entire field.

If a single field is selected, this field is deleted.

If a document field or a document individual field is selected, all fields in the MultiCard/label sheet are deleted.

Locking elements

You can lock a specific element to prevent it being edited. Text fields, image fields, barcodes and shapes can all be locked. However, you can still change the content and formatting of locked text fields.



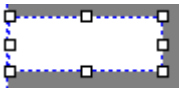
- Use the arrow in the relevant field in the "Behavior" category to specify whether the element is locked or not.

You can also use the toolbar to lock an element.

- Select the element you want to lock.

Click on this toolbar icon to lock the selected element.

Example of a locked element



Changing the order of elements

If a number of elements are arranged on top of each other, you can use the "Layout" toolbar to change the order of the elements. The following settings apply to the selected element in the current layer.

The element is moved one layer forward.

The element is moved one layer backward.

The element is brought to the front.

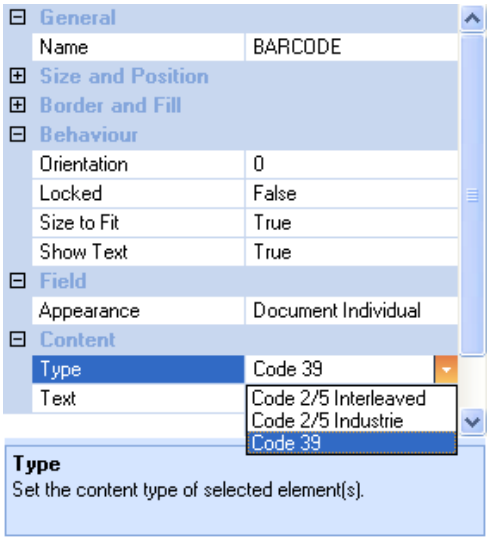
The element is sent to the back.

- Select the element you want to move, then click on the relevant icon.

You can also access these functions from the menu bar by selecting Shape then the relevant layer setting.

Selecting barcodes

You can select a barcode type in the "Content" category in the Property Explorer.

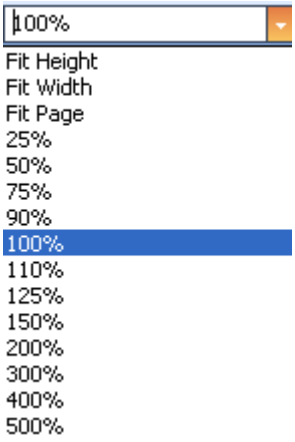


- Click on the arrow in the "Marker type" field for a list of the barcodes you can use.
- Next, in the "Text preview" field, you can enter the numeric or alphanumeric code, depending on the barcode type.

Zooming in/out

You can zoom the marker type in and out on the workspace.

- On the menu bar you can select the zoom factor by clicking on the arrow. The following drop-down list appears:



- You can click on a zoom factor from the list.
  The "Fit Page" option fits the marker type to the workspace.
  The "Fit Width" option fits the marker type to the width of the workspace.
  The "Fit Height" option fits the marker type to the height of the workspace.

You can also use the toolbar to zoom the marker type in and out on the workspace.

Zoom in
Click on this icon to increase the zoom factor by 5%.

Zoom out
Click on this icon to decrease the zoom factor by 5%.

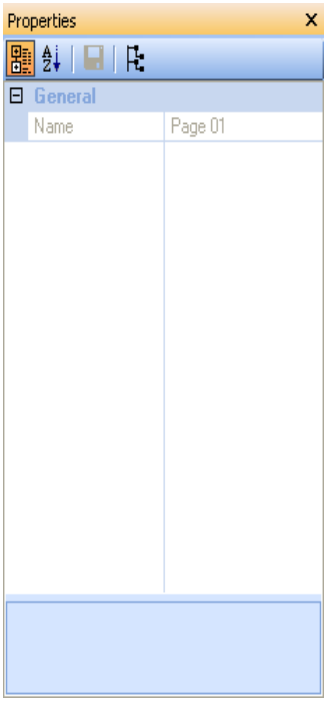
Property Explorer

The Property Explorer displays the properties of a text field, an image or a barcode.

Opening the Property Explorer

- Click on the element with the properties you want to change.

Click on this toolbar icon to open the Property Explorer.



Icon buttons in the Property Explorer

Click on this icon to sort the entries in the Property Explorer by category.

Click on this icon to sort the entries alphabetically.

Click on this icon to save the changes you have just made as the default settings.

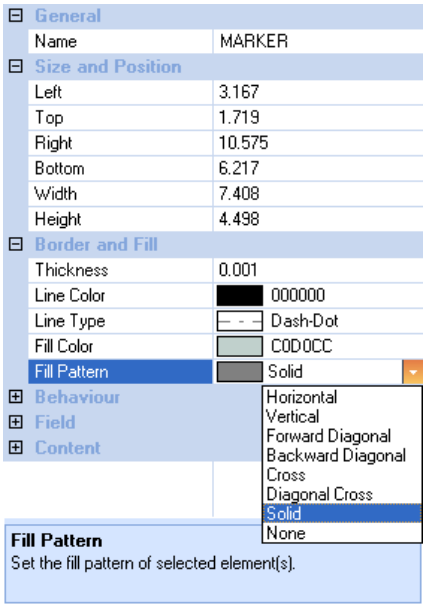
Click on this icon to display all layers and the elements in the layers in a tree structure.

Advanced options in Property Explorer

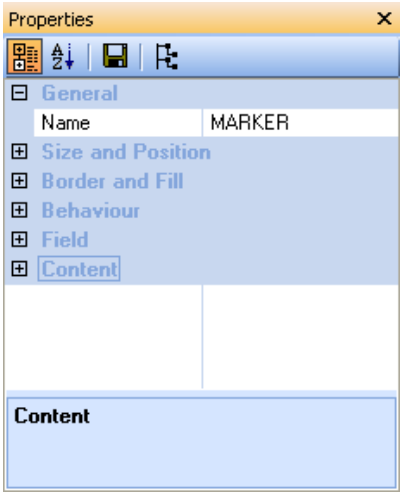
The Property Explorer is subdivided into the following categories, which are described in more detail below.

- General
- Size and Position
- Border and Fill
- Behavior
- Field
- Content

You can type data directly into some fields, while for others, an arrow appears when you click on the entry. The arrow opens a drop-down list of available options.

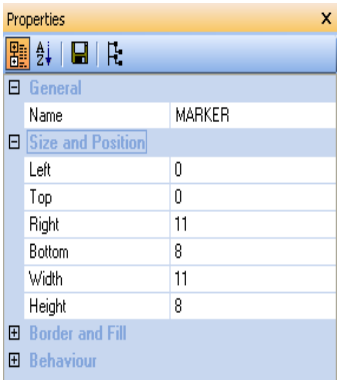


General category



The "Name" field in the "General category" contains the name of the selected element. You can change the name, which is also used for assigning columns when data is imported (see "Assigning columns" in "Importing files").

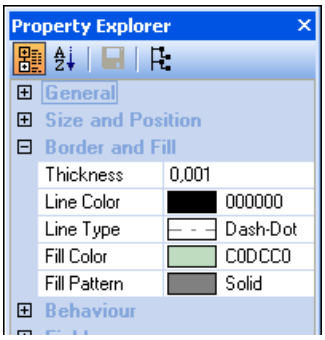
Size and Position



You can use this category to specify the size and position of the element. Distances are measured from the origin, which is located in the top left corner of the MultiCard.

The "Moving elements" section describes alternative methods for moving an element.

Border and Fill



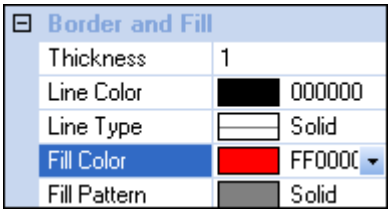
You can use this category to specify the line thickness, color, pattern and line type of the selected object. A color value can be entered directly for the color settings.

The color value is created as follows: RRGGBB (red, green, blue)

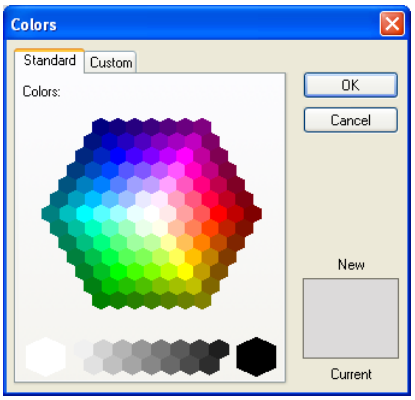
Use hexadecimal values.

Example: FF0000 is red

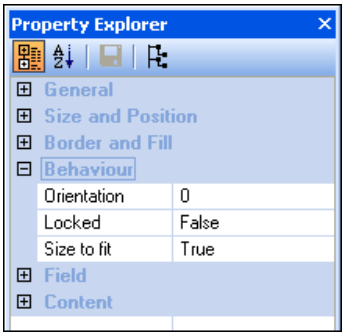
You can select other colors by clicking on the arrow in the "Fill Color" field:



- You can use the dialog to select a standard color or create a custom color.



Behavior

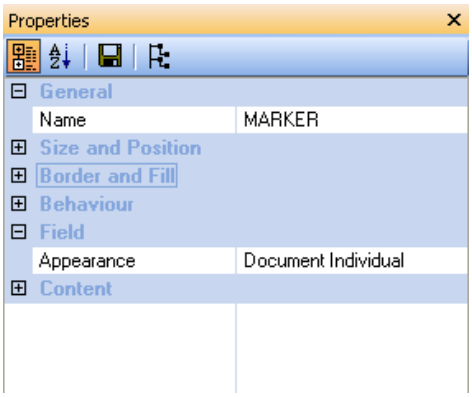


You can use this category to rotate an element. Click on the element you want to rotate and use the arrow to select the number of degrees you want to rotate it.

You can also specify whether you want to lock the element. If an element has been locked, you cannot make any changes to it, with the exception of text fields, whose content can be changed. You can unlock a locked element at any time.

There is an extra field if the element is an image or a barcode. You can use this extra field to decide whether you want to scale the image to match the barcode or image field, or insert the image in its original size. For example, if the image is larger than the field, only part of the image is displayed.

Field



You can use the "Field" category to specify the type of the field. You can choose from these field types:

- Single field
- Document individual field
- Document field

The field types are explained in "Setting the field type of an element".

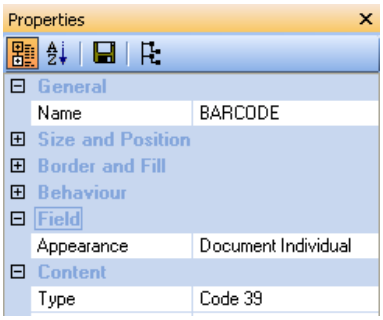
Content

The "Content" category is only available if you have added a barcode or image (or a text field) to the marker.

Barcode

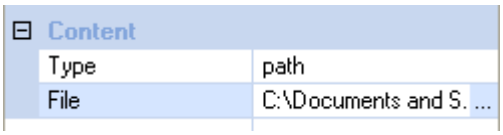
The category displays the text of the selected barcode.

- In the "Text preview" field, enter the code in numeric or alphanumeric format.



Image

The category displays the file name and path of the image you have added.

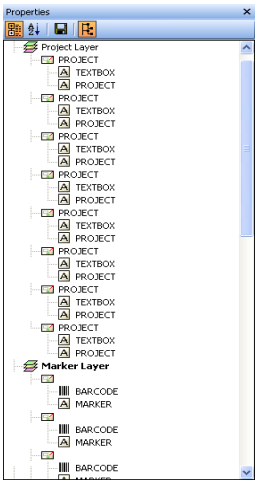


If you click on this button, a dialog opens and you can select a new image.

Selecting elements

Click on this icon in Property Explorer

This displays all layers and the elements in the layers in a tree structure.



The figure above shows Page 01 with the project layer and eight project areas. You can also see the marker layer with one marker area containing a barcode and a text field.

Clicking on the barcode, for example, activates it in the marker area on the workspace, ready for editing.

This selection method is useful for elements in layers.

Layers

The pages of a marker type are organized into the following layers:

- Locked layer
- Free layer
- Marker layer
- Project layer
- Background layer

In principle, a page consists of either four or five layers. A MultiCard page has all five layers. All other marker types (for example labels or credit-card formats) have all the layers except the project layer.

Background layer
The purpose of the background layer is to provide visual support for the user. You can change the color of the background layer and add elements to it (text and images). The entire area of this layer can be used. The background layer is always the bottom layer, is not printed by default and is locked. It is a default layer and cannot be removed.

Project layer
You can add text or images to the project layer, using the surface area defined for it in the layout. The project layer is always the second layer. It is printed by default and is not locked. It cannot be removed.

Marker layer
The marker layer is the third layer. This is where the actual data is added to the MultiCard mats or labels. You can arrange any number of text fields, shapes (lines, rectangles, etc.) images and barcodes, using the surface area defined for it in the layout. The marker layer is printed by default. It cannot be removed.

Free layer
The free layer covers the entire surface area of the page. You can arrange text and images anywhere on the layer. The free layer is always under the locked layer. Unlike the other layers, it can be duplicated, and any added free layers can be removed. They can also be moved under each other. In addition, all free layers can be combined into a single free layer. There must always be at least one free layer. It cannot be removed. Free layers may be printed.

Locked layer
You can arrange elements (rectangles, lines, ellipses) on the locked layer, covering the content of the other layers so they cannot be seen or printed. This layer is always the top layer. It cannot be removed.
For example, you could use the locked layer to create a circle at the position of a bore hole or an LED, to make sure no data is added to the area.

Advanced options for layers

You can work with individual layers using the Layer Explorer and the "Layer Properties" dialog.

Layer Explorer

This dialog shows all the layers available in this marker type.

You can open the Layer Explorer in one of the following ways:

1. Click on this toolbar icon to show or hide the Layer Explorer

2. On the menu bar, select **View** then **Layers**.

3. Press the key combination **Alt**, **V** and **L**.

The Layer Explorer has the following toolbar:

You can only use the icon buttons on the free layers.

Click on this icon to add a new free layer.

Click on this icon to delete the selected free layer.

Click on this icon to move the selected free layer up one layer.

Click on this icon to move the selected free layer down one layer.

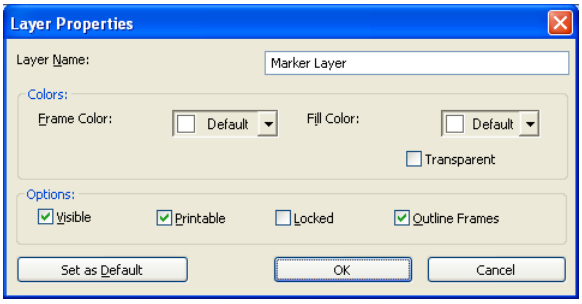
Click on this icon to reduce all free layers to a single layer. You cannot undo this action.

- Click on the layer you want to change, then click on the relevant icon.

The Layer Properties dialog

You can use the "Layer Properties" dialog to change the settings of the layers.

To open the "Layer Properties" dialog, double-click on the name of the layer in the Layer Explorer:



You can use the dialog to change the name, frame color and fill color of the selected layer.

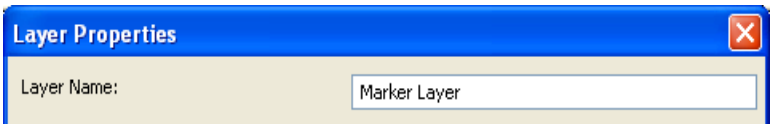
You can also specify whether you want the layer to be visible or not, and whether you want to print it or not. The dialog also has an option to lock the layer.

After changing the settings, confirm by clicking on OK. If you click on the **Set as Default** button, you can save your settings and use them as the default settings the next time you open a new marker type.

Changing the layer name

You can use the "Layer Properties" dialog to change the name of the layer.

- To show the "Layer Properties" dialog, double-click on the layer whose name you want to change.



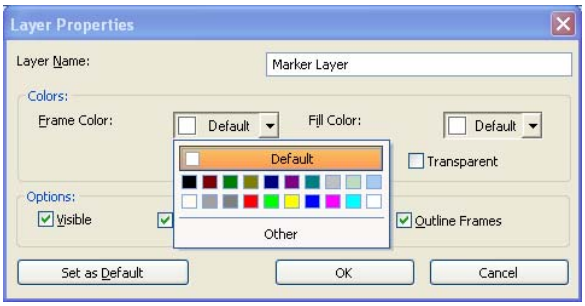
- Enter the new name in the "Layer Name" field and confirm your input by clicking on **OK**.

The new name applies to this file.

Changing the layer color

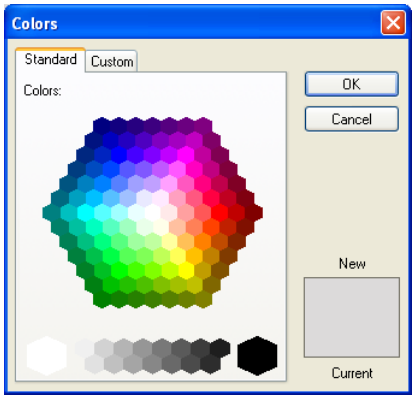
You can use the "Layer Properties" dialog to change the colors of the layers. To open the dialog, double-click on the layer you want to change.

- Click on the arrow in the relevant field to change the frame and fill color. You can select a color from the drop-down list.



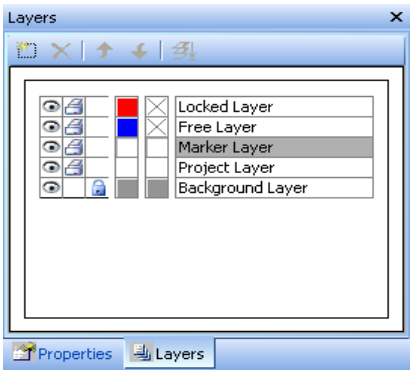
- You can click on the **Other...** button for advanced color selection options.

  You can use this dialog to select a standard color or create a custom color.



Another way of opening the color selection dialog is to click on a box in the color column in the Layer Explorer.

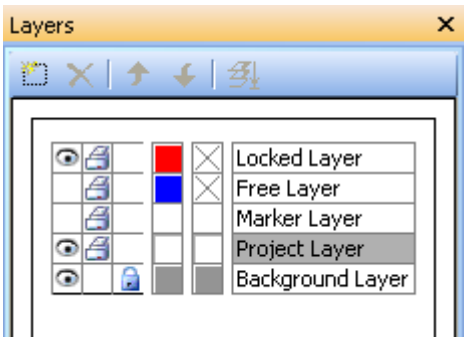
The left color column (1) sets the frame color and the right color column (2) sets the fill color.



Hiding a layer

To disable a layer so that it is no longer visible, click on this icon:

Layers not showing this icon will not be displayed.

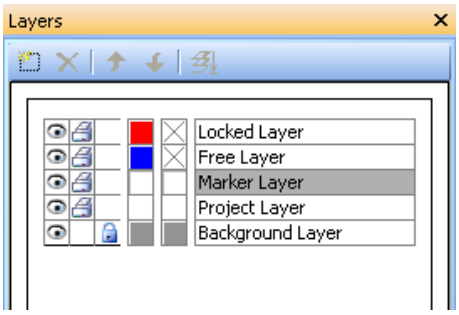


You can display the layer by clicking the box again.

Not printing a layer

In the Layer Explorer, you can specify whether you want the layer to be printed.

Layers with a printer icon in the second column will be printed.



If you do not want the layer to be printed, click on the printer icon to remove it. The printer icon returns if you click on the box again.

Adding free layers

Unlike the other layers, free layers can be duplicated.

- Click on this icon in the Layer Explorer to add a new free layer.

If you click on the icon again, another free layer is added.

Removing free layers

- In the Layer Explorer, click on the free layer you want to remove. Click on this icon:

You can remove all free layers except for one, which must always be present.

Moving a free layer to another position

If you have created a number of free layers, you can move them under each other, in other words you can change the order of layers on top of each other.

The Layer Explorer has the following icons:

Moves the layer up one layer.

Moves the layer down one layer.

- Select the free layer you want to move and click on the relevant button.

Reducing all free layers to a single layer

Click on this icon to reduce all free layers to a single layer:

You cannot select individual layers and reduce them. It is only possible to reduce all free layers to a single layer.
Reduction to one layer cannot be undone.

Locking layers

You can lock specific layers to prevent the elements on the layer being edited. Even text cannot be edited on a locked layer.

- Click on the layer you want to lock.
- In the Layer Explorer, click inside the third column for the layer.

  The following icon appears.

  The layer is now locked and cannot be edited.

You can remove the lock by clicking on the box again.

Printing

Introduction

This chapter describes how to set up and calibrate printers, how to map them to MultiCard mats, labels and so on, and how to print

1. via the standard print dialog (see the "Opening the Print menu" section).

2. in fast printing mode (see the "Fast printing" section).

Opening the Print menu

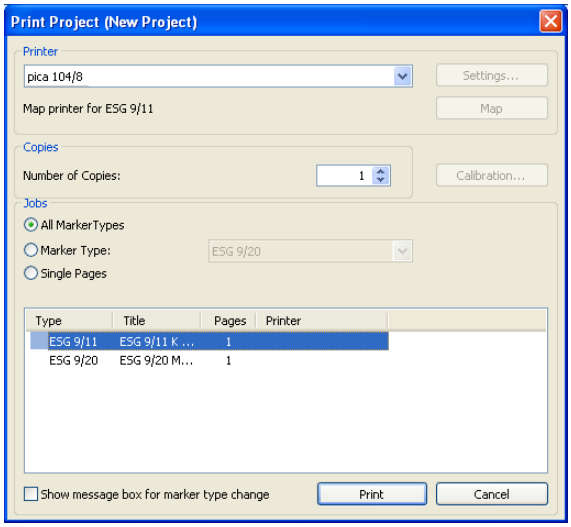
- From the menu bar select **File** and then the **Print...** command. This opens the print dialog where you can print and define all printer settings.

Mapping a printer and marker type

By default, no printer is mapped to a marker type.

If no printer is mapped when any or all marker types are due to be printed, a message is output and, when this has been acknowledged, the printout is sent to the default printer.

- Open the print dialog by selecting **Print...** from the **File** menu.



- In the lower field select the marker type that you want to map to a printer. Then select a printer from the Printer field and click the **Map** button.

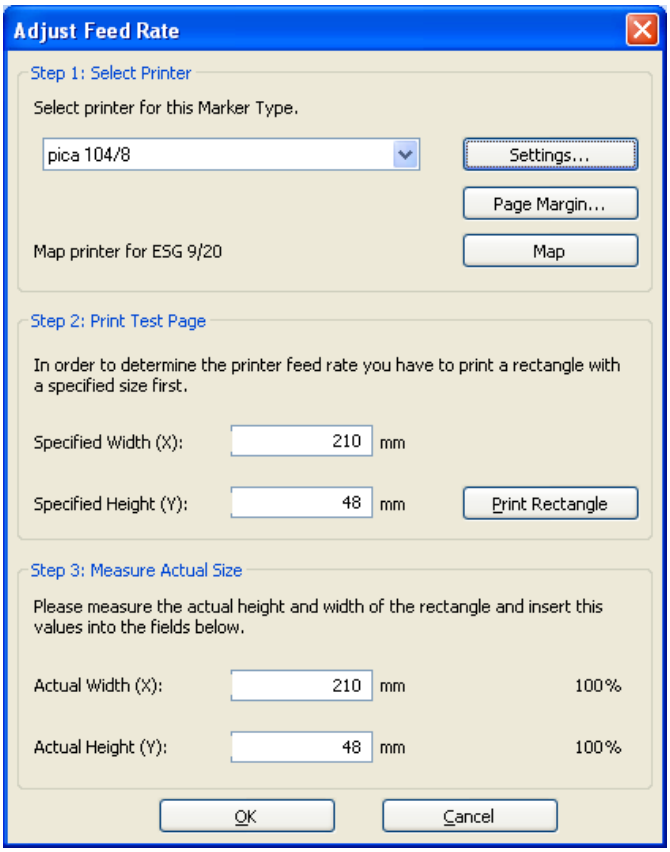
  The selected printer and marker type are automatically mapped whenever printing takes place.

Adjusting the feed rate

The printer may vary from its standard calibration in both the horizontal and vertical directions as a result of environmental conditions or maker-specific issues.

- To adjust the printer's feed rate, select **Adjust Feed Rate...** from the **File** menu.

The following window opens:



Print a trial page with a rectangle whose size you have to specify.

- In the **Specified Width (X)** and **Specified Height (Y)** fields enter the size of the rectangle and click the **Print Rectangle** button.
- Measure the width and height of the printed rectangle, and enter these figures in the **Actual Width (X)** and **Actual Height (Y)** fields if they vary from the specified values.
- Close the window with **OK**.

Adjusting the printer to the marker type

If the printout is at the wrong position on the print medium (MultiCard mat, label, etc.), then you can adjust the printer to the medium in question.

The settings are defined on the one hand at the printer when selecting the print medium (see the "Adjusting the printer to the print medium" section), and on the other hand in the program when setting the margins, feed rate etc. (see the "Adjusting the marker type to the printer" section).

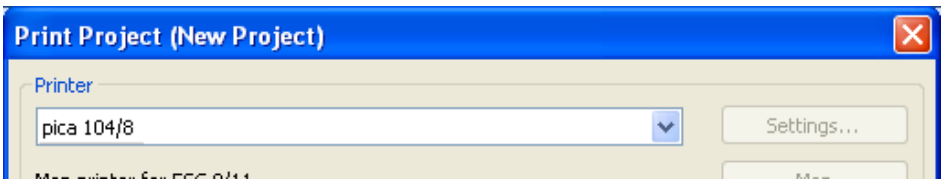
Adjusting the printer to the print medium

When printing labels, the printer has to be set to the right print medium.

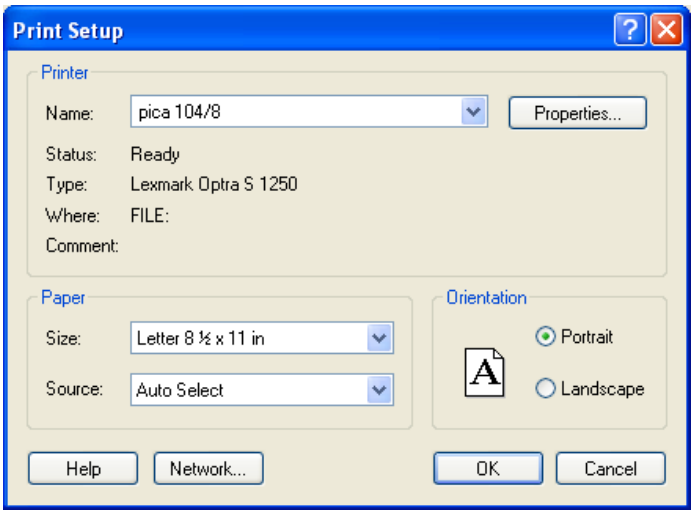
- Open the print dialog by selecting **Print...** from the **File** menu.

The print dialog opens.

- Select the printer to be adjusted, and click on the **Settings...** button.



The Printer Setup window opens.



- In the Paper field, select the appropriate print medium and click on OK.

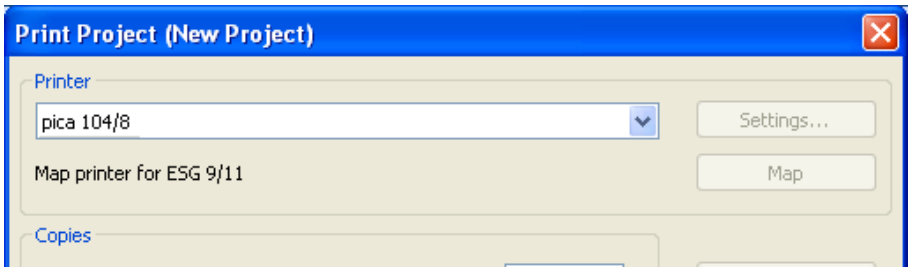
If the right paper is not available, you can click on the **Properties** button to define the settings for the printer.

To make sure that these settings are also available when the program is launched again you should set these properties directly for the printer in question.

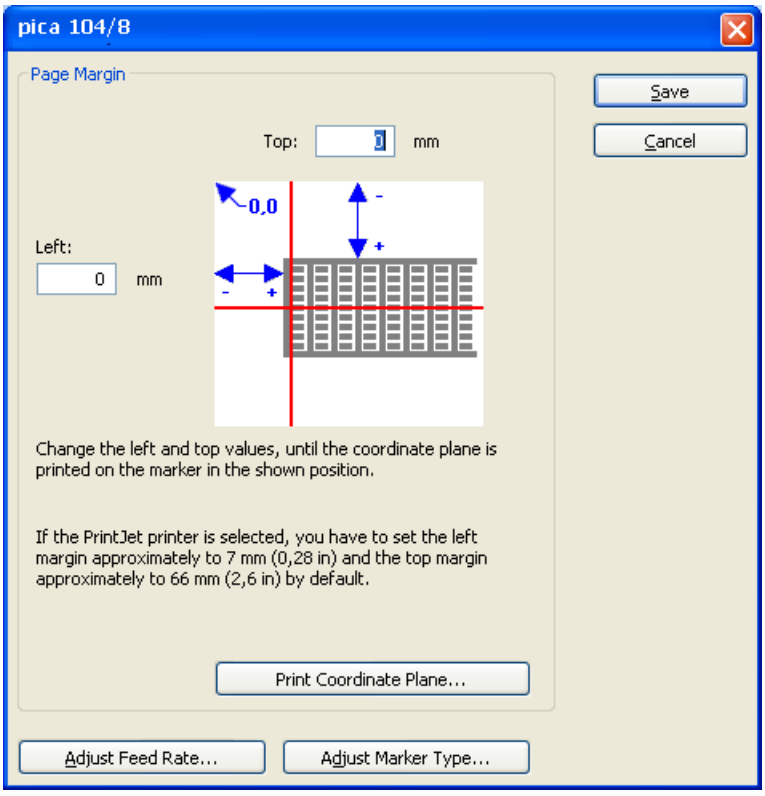
- Click on the Windows **Start** button and select **Control Panel > Printers**.
- Right-click on the required printer and select **Properties** from the context menu.
- Set the right paper.

Adjusting the marker type to the printer

- To adjust a mapped printer to the marker type, click on the **Settings...** button.



The following window appears.
(The actual image depends on the marker type.)

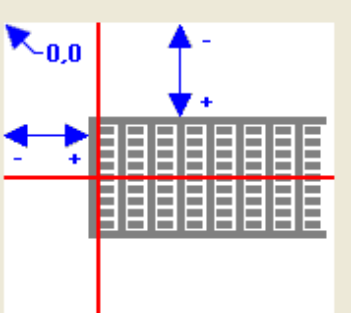


Adjusting the left and top margins

Settings for markers

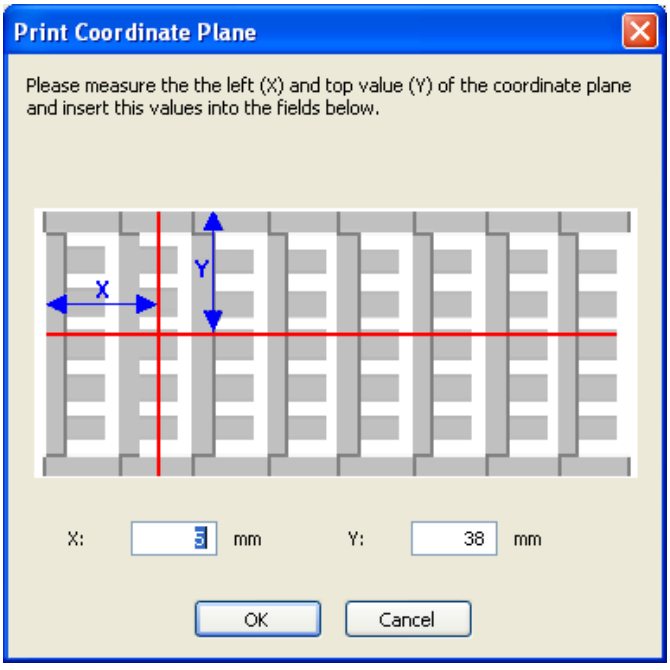
To adjust the left and top margins of a MultiCard mat, you must print a coordinate plane on a MultiCard mat and measure its position.

The coordinate plane should be in the following position:



- To print a test coordinate plane click on the **Print Coordinate Plane...** button.

The Print Coordinate Plane window opens during printing.



- Measure the left and top margins of the printed coordinate plane as shown, enter the figures in the corresponding fields and close the window with **OK**.

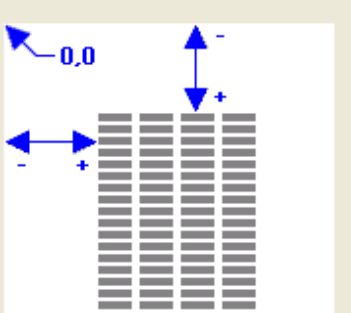
If necessary, repeat these steps to check the position of the coordinate plane.

Settings for labels

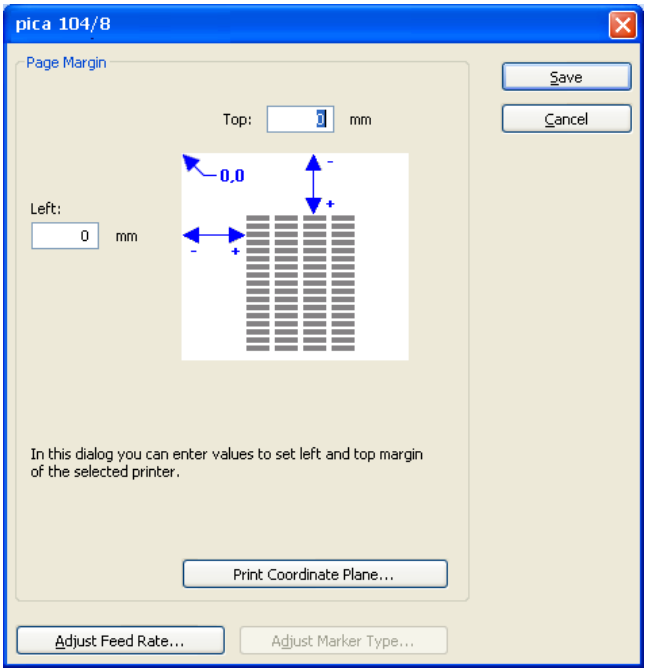
To adjust the left and top margins of a label you should print a label (a filled rectangle the size of the label is advantageous), and measure the position.

It is important for the right paper to be set in the printer (see the "Adjusting the printer to a print medium" section).

The label should be in the following position:



- Measure the left and top margins of the label as shown, enter the figures in the corresponding fields, and close the window with **Save**.



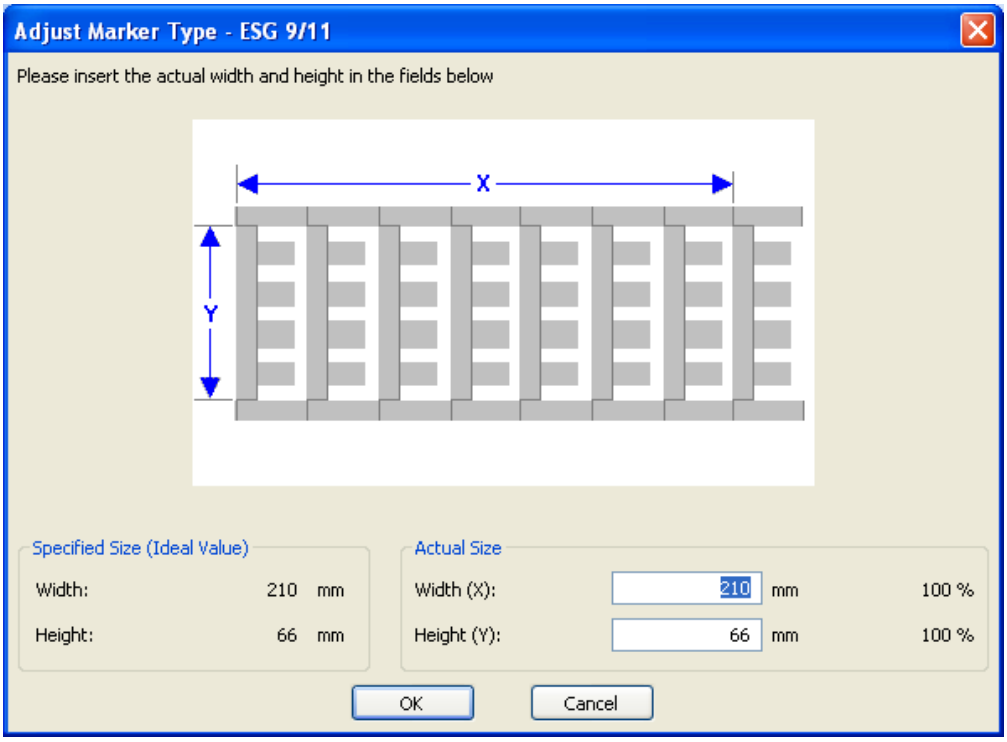
If necessary, repeat these steps to check the position of the label.

Adjusting the size of the marker type

Marker types may not be their normal size, for example as a result of the ambient temperature.

- Click on the **Adjust Marker Type...** button, or select **Adjust Marker Type...** from the **File** menu.

The following window opens:

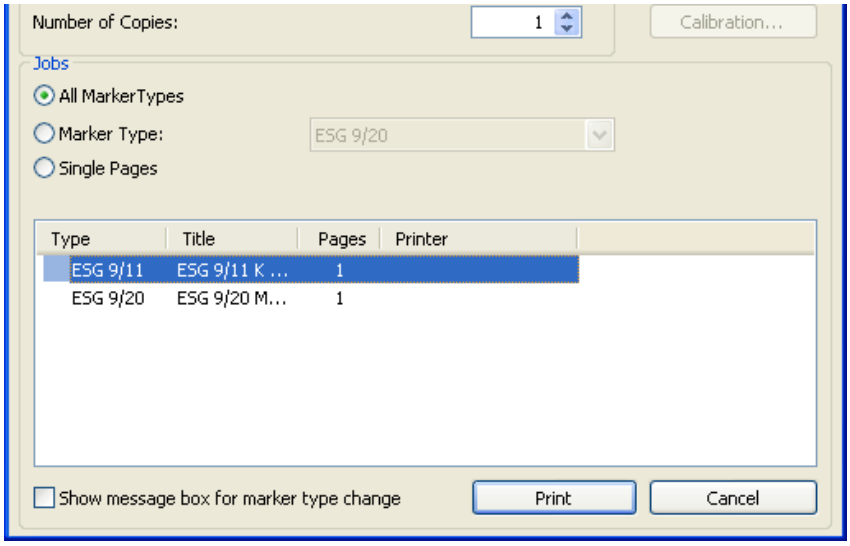


- Measure the width and height of the marker type as shown, and enter the figures in the **Width (X)** and **Height (Y)** fields.
- Close the window via the **OK** button.

Setting up print jobs

- From the menu bar, select **File** and then **Print ...**.

The print dialog opens and you can select the jobs.



If no printer is mapped when any or all marker types are due to be printed, a message is output and, when this has been acknowledged, the printout is sent to the default printer.

Show message box for marker type change

You should select this option if you want to print different marker types in one print job.

If you select this option, a message is shown before a marker type is printed asking you to insert the required marker type in the printer.

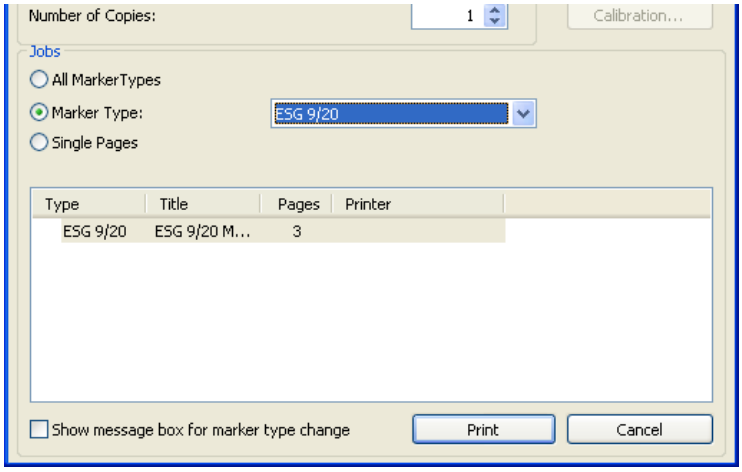
All Marker Types

All marker types shown in the list are printed.

- Click on the **Print** button.

Marker Type

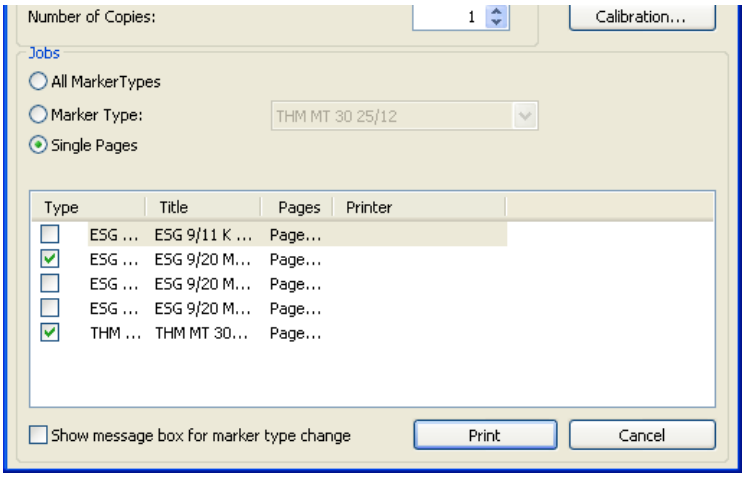
- In the drop-down field, select the marker type that you want to print. All pages for the selected marker type are printed.



- Click on the **Print** button.

Single Pages

- In the list select (tick) those pages that you want to print.

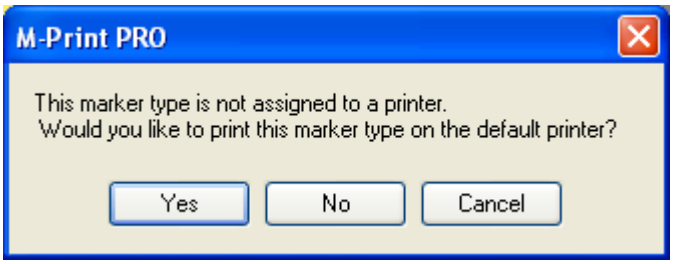


- Click on the **Print** button.

Fast printing

- To print just the current page, click on the following icon in the toolbar.

A message is output if the marker type to be printed has not been mapped to a printer.



If you specify **Yes**, the page is output on the default printer. If you specify **No**, the Print menu opens so that you can map a printer (see the "Mapping the printer and marker type" section).